DOCUMENT RESUME

ED 174 202 IR 007 476

TITLE Evaluation of the Eggleston Library, Hampden-Sydney College. Final Report.

INSTITUTION Hampden - Sydney Coll., Va. Eggleston Library.

SPONS AGENCY Council on Library Resources, Inc., Washington, D.C.; National Endowment for the Humanities (NFAH), Washington, D.C.

PUB DATE 30 Nov 78

GRANT EH-8308-73-32

NOTE 96p.; Some pages may not reproduce well due to light and broken type

EDRS PRICE MF01/PC04 Plus Postage.

DESCRIPTORS American Literature; *College Libraries; English Literature; Government Publications; International Relations; Library Guides; Library Instruction; *Library Programs; *Library Reference Services; Questionnaires; Reference Materials

IDENTIFIERS *Rochester Public Library NY

ABSTRACT

This evaluative report describes the results of a program that sought to make students and faculty more aware of the library's resources, to demonstrate how to make best use of such resources, and to provide basic training for non-professional members of its staff. It is presented in three parts: (1) the report of the administrator, which describes the program's goals, results, and conclusions; (2) the report of the reference-librarian coordinator, which reviews the reference services initiated during the grant period, describes plans for continuing and developing these services, and evaluates the attainment of the program's objectives; and (3) the report of the director of the summer workshops, which very briefly summarizes the activity pattern on the workshops, provides the syllabus used in the workshops, and lists faculty and library staff members who completed the summer course. Included in the second part are a copy of the library guide; annotated lists of the library's basic reference sources in government and foreign affairs, history, and English and American literature; a proposal for a program of library instruction, and a questionnaire on library instruction sessions. The summer workshop report includes lists of basic reference works and sample reference questions. (JD)

**********
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
**********

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

# Final Report

## Council on Library Resources - National Endowment for the Humanities

Grant EH-8308-73-32

Eggleston Library, Hampden-Sydney College

Hampden-Sydney, Virginia

November 30, 1978

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Paul L. Grier

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

## Contents


I. Report of the Administrator

II. Report of the Reference-Librarian Coordinator

- a. Eggleston Library Handbook
- b. Basic Reference Sources in Eggleston Library
- c. Proposal for a Program of Library Instruction in Rhetoric 102
- d. Questionnaire on Library Instruction Sessions
- e. Résumés

III. Report of the Director of the Summer Workshops

- a. List of Faculty Members who have Completed the Course
- b. Syllabus used in Summer Workshop
- c. Résumé

The following report is submitted to cover Grant EH-8308-73-32 of $50,000.00 which was awarded to Hampden-Sydney College to support a program designed to 1) make students and faculty more aware of the resources of the library, 2) demonstrate how to make the best use of these resources, and 3) to provide basic training for non-professional members of the staff. (The grant covered the period from February 1, 1973 through January 31, 1978. However, because of a delay in getting the program underway, an extension was requested and granted by NEH thereby moving the termination date to August 31, 1978.)

The Librarian was chosen to serve as the responsible College official for coordinating and administering the project for bringing together the library and the faculty into a closer teaching relationship. He worked with the administration, faculty and students in developing activities which were designed to expand the library-teaching role in both the regular academic program and independent study activities.

GOALS

One of our primary aims was to employ a special Reference-Librarian Coordinator who would serve as a laison officer between the library, the students, and members of the faculty - an attractive, warm hearted, competent librarian who would be free to visit classrooms, conduct an efficient orientation program for new students and spend considerable time working with students engaged in independent study.

In order to involve our faculty more closely in the activities of the library, we wanted to sponsor a special workshop or refresher course each summer during the five-year period under the direction of a skilled professor of reference work from a recognized library school.

We also wanted to make it possible for our Librarian and our Reference-Coordinator to visit certain other colleges with similar programs for observation and consultation.

In addition, we wanted to make provision for members of the professional staff to attend workshops and meetings which would increase their effectiveness in carrying out library-teaching activities.

RESULTS

The overall results of the program have been highly satisfactory. Workshop participants were enthusiastic, faculty members who have had dealings with the Reference-Coordinator have been pleased, and favorable student sentiment has been expressed in the student newspaper.

Through a stroke of good luck, the library has been blessed in having three rare individuals associated with the program: George E. Craddock, Jr. and Alan F. Zoellner (Reference Coordinators) and Fred W. Roper (Director of the Faculty Summer Workshops). All of these men are able scholars. They possess initiative, are approachable, and have been extremely popular with both students and faculty members. All of this together served to set up a highly favorable environment for making the college community more knowledgeable about the resources of the library, its reference services, and the wide range of resources available through interlibrary cooperation.

Activities of the Reference-Coordinator included the following: Preparation of a student handbook, informal library orientation tours to acquaint new students with the resources of the library, visits to other libraries with innovative programs for observation and consultation, close cooperation with students engaged in independent study, a series of one-hour bibliography courses (for credit), and

course related instruction to approximately one half of the student body during the past year (see attached report for a more detailed account).

The one-week summer workshops were held five times with a total of forty faculty members and nine members of the library staff participating. Back in 1973 it took Fred Roper less than one hour to win over completely the somewhat skeptical participants in his first workshop for faculty members. Since that time, word of mouth advertising has supplied all of the applicants needed for succeeding summer sessions. Through his good humor, teaching skill, and winsome personality, he has helped the library staff to involve the library much more extensively in the teaching process. Actually, his summer courses turned out to be an introduction to Hampden-Sydney library materials (as borne out by the attached report).

Faculty members who were already strong supporters of the library program have become even more enthusiastic. Others, who rarely made use of any of the resources of the library now have a greater knowledge and a greater appreciation of the material that is available. They have become more actively involved in the building of book collections in their particular areas and have also begun to make more assignments that involve greater use of the library on the part of their students.

In order to gain an insight into how other schools with similar programs were handled, the Reference-Coordinator made visits to Howard University and Swarthmore College. He described our own program, as a guest speaker, to members of the Randolph-Macon Woman's College library staff and on another occasion appeared before the

College and University Section of the Virginia Library Association to perform a similar task. Members of the library staff attended meetings and workshops at Chapel Hill, Charlottesville, Chicago, Atlanta, and Charleston, S.C.

The program at Hampden-Sydney has been an unusually stable one from the beginning. The Librarian served as the local administrator throughout the five-year period and was responsible for coordinating and administering the project. He has, therefore, been intimately acquainted with the program and its goals since its inception in 1973.

Dr. George Craddock joined the staff at the beginning of the program and remained with us as Reference-Coordinator for four years. He was succeeded by Dr. Alan Zoellner, an equally competent librarian, for the final year of the program.

Dr. Fred Roper was in charge of all of the summer workshops. Therefore, he soon became thoroughly familiar with the members of the library staff, members of the faculty, and the resources of the library. Because of this he was able to adjust his courses to suit local conditions (one summer the emphasis was on scientific materials).

PARTS OF THE PROGRAM WHICH WILL BE RETAINED

So clearly has the need for a full-time Reference-Coordinator been demonstrated during the past five years the College has readily agreed to continue Dr. Zoellner in his present position with the same responsibilities and at the same salary.

Since a large proportion of the faculty has already had the advantage of the Roper summer program, the Librarian has recommended that in the future the summer workshops be held on a triennial basis.

## CONCLUSION

In summing up our experiences during the past five years, one might say that the bond between the faculty and the library has grown stronger, our students are more knowledgeable about library materials, and our staff is better equipped to deal with reference problems than ever before. We believe that the grant has been responsible for making the library a more active force in the educational process at Hampden-Sydney College.

Paul L. Grier
Librarian

November 30, 1978

Summary and Evaluation of Reference Services

Provided by Grant from

Council on Library Resources - National Endowment for the Humanities

Final Report of the Reference Librarian

Eggleston Library

Hampden-Sydney College

December 1, 1978

# Final Report of the Reference Librarian

## Introduction

The report is divided into three sections: a review of the reference services initiated during the grant period; a description of the plans for continuing and developing these services; and an evaluation of the degree of success attained in meeting the objectives of the grant proposal.

## I. Review of Reference Services Implemented to Date

### Instructional Services

Course-related instruction: The major innovation and the outstanding feature of the program funded by NEH-CLR has been the combination of faculty workshops and course-related instruction in library use for students. The workshops stimulated interest among the faculty for library instruction in their courses. In the past twelve months, the reference librarian has taught research methods and techniques to 384 students in twenty-one courses. This total represents approximately one-half the student body. Altogether, forty one-hour sessions

of instruction encompassing 542 student contact hours were offered by the reference librarian at the invitation of faculty members from ten of the sixteen academic departments at the college. These figures will increase in the future. Beginning in the spring semester of 1979, course-related library instruction will become a regular feature of Rhetoric 102, a new course focused on the writing of research papers and required of all freshmen. The instruction sessions in other courses vary according to the needs and desires of the individual instructor, but all involve one to four hours of teaching and cover the formulation of a research strategy, the evaluation of research materials, and the features of specific research works.

Bibliography courses: A series of independent, one-credit-hour courses are being offered on various topics. Some (Medical Bibliography, Legal Bibliography) are designed for students in pre-professional programs. Others (Government Documents, English and American Literature Sources) offer intensive instruction to students in major fields with frequent research paper assignments. One course is offered each semester on a rotating subject basis.

Library orientation: Informal tours by the reference librarian acquaint new students with the services and resources of the library at the beginning of the school year.

Library handbook: A new printed handbook (Attachment A) has been and distributed to students. The handbook is designed as a teaching tool, rather than the usual compendium of circulati tions and rules of behavior.

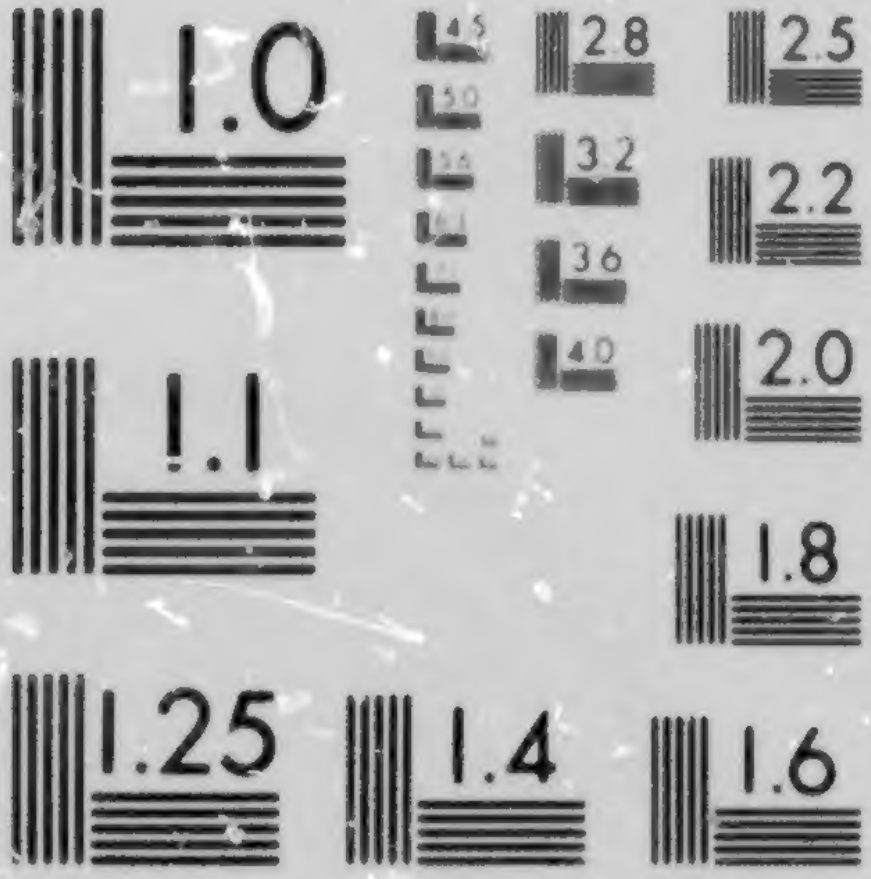
Reference lists: Subject oriented reference lists (Attachment B) prepared with an emphasis on explanatory annotations.

Reference assistance: On-demand reference assistance has been up availability of a full-time reference librarian. He serves for students' reference inquiries and can devote more time t library personnel to detailed consultations on problems invo or faculty research projects.

Non-instructional Services

Collection development: During the grant period, the reference li major contributions have been in the following areas:

1. Strengthening of reference materials in law and medical sc
2. Creation and development of a listening collection of almo record albums of classical and folk music, opera, drama, a readings.
3. Upgrading of the library's government document depository including the selection of additional documents, acquisiti




MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS 1963-A

important index tools, and improvement of physical access to and supervision of the documents collection.

4. Weeding of old, superseded titles from the reference collection.
5. Creation of a paperback browsing collection of popular titles.

Interlibrary loan service: The reference librarian has assumed supervisory responsibility for the interlibrary loan service, promoting its use by students in the instructional sessions, implementing the new record keeping procedures required by the Copyright Act of 1976, and distributing information to the faculty about the effect of the new regulations on their use of borrowed material.

Library participation in curricular changes: The reference librarian planned and is currently implementing a program of library instruction as a regular component of the new Rhetoric program in basic communications skills. A copy of the proposal accepted by the Rhetoric Committee is included (Attachment C). The reference librarian has also worked closely with faculty to coordinate the library's activities and resources with an emerging Fine Arts program. Steps taken so far include acquisition and supervision of cassette recorders and audio tapes, expansion of music reference materials, and joint planning with Fine Arts faculty for bibliographic control of listening materials.

Library participation in college resource development: The reference librarian

has represented the needs and interests of the library while serving on an Ad Hoc Committee on Computer Needs at Hampden-Sydney. Because of this involvement, the computer system recommended by the committee includes a configuration of hardware which will make possible, if programming funds can be found, eventual automating of all library bibliographic files.

Library participation in state, regional, and national conferences: The grant permitted the reference librarian within the past year to attend a special workshop on library instruction methods (The Southeastern Conference on Bibliographic Instruction, at Charleston, South Carolina, March 16-17, 1978). In contributing support for the reference librarian's position, the grant also permitted the library to be represented at state and national library association conferences. Ideas gained at these meetings led to improved methods of library instruction--especially with regard to planning objectives and developing audiovisual aids--and improved control over government documents.

II. Current Plans

Development of systematic library instruction program: Beginning in the spring semester of 1979, basic library instruction will be offered to all freshmen in the Rhetoric 102 course. Course-related instruction will continue to be offered in other courses when requested by faculty. In the future,

such instruction will build upon the foundation established by the Rhetoric 102 instruction. Once the basic program has been successfully introduced, the reference librarian will urge each academic department to designate appropriate courses where students could receive discipline centered research instruction as they begin work in their major field. This phase of the library instruction program will begin when a review and possible reorganization of the core curriculum, currently in progress, is completed. Independent courses will continue to be offered, one per semester, on a rotating subject basis.

Implementation of evaluation mechanism for library instruction: Diagnostic and proficiency examinations on the use of library resources are being planned in conjunction with the examinations on basic writing skills in the Rhetoric program. The diagnostic exam would be administered during the orientation period, the proficiency exam at the end of the sophomore year. Students with unsatisfactory scores on the diagnostic exam would receive remedial instruction from the reference librarian in the use of the card catalog and such basic periodical indexes as the Readers' Guide to Periodical Literature and Book Review Index. Students with failing scores on the proficiency exam would receive further tutorial assistance from the reference librarian. Opportunities for a retest would be provided in the junior year. Students would be required to pass the exam to gain senior standing. The general level of performance by the students on the proficiency exams should provide evidence of the degree of success achieved

by the library instruction program and should identify any areas of weakness.

Expansion of microforms resources: The library recently began participating in the Superintendent of Documents depository microfiche program and will soon begin efforts to acquire a microfilm-microfiche reader-printer to supplement existing reading equipment.

## III. Assessment of Effects of Grant

The original proposal included no specific method or mechanism for evaluation. This may have been a wise, though unconventional, decision. The objectives of the program were broad and, in view of modern organizational frictions, somewhat quixotic: "to bring the library and the faculty into a closer teaching relationship" and "to expand the library-teaching role." Quantitative measurement of such goals is not easy or necessarily enlightening. Nevertheless, certain outcomes of the program at Hampden-Sydney College are clear:

1. The library and the faculty have been drawn into a closer teaching relationship through the program of course-related instruction. 384 students in twenty-one courses received instruction in the art of doing research papers within the structure of the course requiring the research paper. In effect, the reference librarian and the professor became partners, sharing their specialized knowledge to meet the needs of the students in

the most efficent manner. Altogether, sixteen professors, approximately one-third of the faculty, participated in the program during the past year. Questionnaires were sent to the thirteen teaching at Hampden-Sydney during the 1978-79 academic year. (One is on leave, two are no longer with the college). Twelve questionnaires were returned. A sample of the form is included. (Attachment D) Those returning the questionnaire unanimously agreed that the sessions met the needs of their students, that the timing of the sessions was appropriate, and that the sessions were worth the class time allotted for them. Eleven of the twelve reported that they intended to schedule such presentations in their courses in the future. One is undecided about such presentations in his other courses, but would schedule them for the same course in the future. Seven of the twelve said their decisions to request the presentations were influenced directly or indirectly by their participation in the summer library workshop.

2. The library has assumed an activist teaching role by supplementing traditional "reference question" assistance with course-related instruction, sponsorship of bibliography courses, and preparation of instructional literature. One quantitative measure of this activist role is the level of interlibrary loan activity. Incomplete records prior to the grant period make precise comparative figures impossible to obtain. However, the trend is clear. At the beginning of the grant period, requests by faculty and students for books and photocopies

of periodical articles from other libraries averaged fifty to seventy per year. In the last two years of the grant period, the total number of such requests had tripled to 180 and 191 respectively.

3. Demand for the library's resources and services has increased as the quality and visibility of these resources and services have improved. The interlibrary loan statistics are one good example. The presence of cassette recorders and their use in connection with the Fine Arts program has led to increased demand for use of the library's stereo system in the Metcalf Listening Room. In the next year, additional cassette recorders will probably be purchased to accommodate students with listening needs in literature and drama courses. After relocation of the documents collection and highlighting of recently received items on the "New Books" shelf, circulation of government documents has begun to slowly increase.

4. The library has gained higher academic stature on the campus. During the current semester, the faculty voted to confer special faculty status on librarians in positions nominated by the Head Librarian and approved by the Faculty Affairs Committee.

In summary, the program appears to have met its goals as stated in the original proposal and to be proceeding on a sound basis with support from the administration, faculty, and library staff. I look forward to continuing the development of the program in the coming years.

Alan Zoellner

Reference Librarian

Attachment A

Hampden-Sydney College
*in* Virginia

# *Eggleston Library Handbook*

*Published by*
*Eggleston Library*

## LIBRARY HOURS

| | |
|---|---|
| Monday-Friday | 8:30 a.m.-midnight |
| Saturday | 8:30 a.m.-5:00 p.m. |
| Sunday | 12:30 p.m.-midnight |

During exam periods, the library hours are extended. Check posted announcements. During football season, the library closes at 1:45 p. m. on Saturday for home games. Summer and vacation hours vary. A schedule will be posted.

## TABLE OF CONTENTS


I. Who we are — Pages

*Introduction and historical sketch* ..... 3
*Staff Directory* ..... 3

II. What we have

*Resources* ..... 4
*Special features* ..... 6

III. How to find what we have

*How to find a book* ..... 9
*How to find a periodical article* ..... 14
*How to find a newspaper article* ..... 15
*How to find a government document* ..... 15

IV. Helpful information

*Dewey classification* ..... 16
*Superintendent of Documents classification* ..... 17
*Location table* ..... 18
*Rules and Regulations* ..... 19
*Notes and reminders* ..... 19

# *I. WHO WE ARE*

## INTRODUCTION AND HISTORICAL SKETCH

The library at Hampden-Sydney College is named after Joseph DuPuy Eggleston, the president of the college from 1918 to 1939. The collection, now numbering more than 110,000 volumes and 700 periodical titles, came into being in 1775 when the Board of Trustees, anticipating the beginning of classes, sent President Samuel Stanhope Smith to Philadelphia with 400 pounds sterling for the purchase of books and "mathematical and philosophical (scientific) equipment." By September 1775, in an advertisement in *The Virginia Gazette*, Smith could report that "a very valuable Library of the best writers, both ancient and modern, on most parts of Science and polite Literature, is already procured."

The present modern, air-conditioned building was opened in 1961 when the collection was moved from Winston Hall. The rear portion was added in 1975.

This booklet is your guide to the people, materials, and services at the library. It should provide answers to some of your questions, but is not intended as a substitute for individual help. Whenever you need assistance, feel free to ask any member of the library staff.

## STAFF DIRECTORY

Paul Grier, *Director of the Library* (the boss)
Anne Berry, *Circulation and Reserves* (enforces the fines)
Jewel Fore, *Acquisitions and Cataloguing* (practical joker)
Eleanor Grier, *Acquisitions* (big spender)
Sandra Heinemann, *Catalogue Librarian* (dotes on decimals)
Elna Ann Mayo, *Serials* (expert on sports)
Florence Seamster, *Processing and Binding* (expert on Cumberland County)
Alan Zoellner, *Reference and Interlibrary Loan* (talentless Yankee)
Aided by a varying cast of student assistants.

## *II. WHAT WE HAVE*

### RESOURCES

The Eggleston Library collection includes more than 110,000 books as well as periodicals, newspapers, recordings, government documents, maps, and material in microform.

*General Collection:*

The general, circulating collection is shelved on the ground and second floors. The social sciences, religion, philosophy, and sciences are on the ground floor, while fine arts, literature, history, and biography are on the second floor. Works of fiction are also shelved on the second floor.

*Reference Collection:*

The reference collection, consisting of encyclopedias, dictionaries, bibliographies, handbooks, yearbooks, and similar materials designed for consultation rather than cover-to-cover reading, is located on the first floor across the lobby from the circulation desk. These books do not circulate.

*Periodicals:*

The most recent issues of periodicals are placed in the cabinets at the rear of the first floor. A few, very popular magazines, like *Time* and *Sports Illustrated*, are shelved behind the circulation desk and must be requested and signed for at the desk. When no longer current, periodicals are removed from the cabinets and sent for binding or, if not bound, placed in the ground floor cage area. Most bound periodicals are shelved in alphabetical order on the first floor. Bound science periodicals are shelved alphabetically on the ground floor. Unbound periodicals must be requested at the circulation desk.

*Periodical Indexes:*

The periodical indexes, such as *Readers' Guide, Social Sciences Index*, as well as other types of indexes, such as *Essay and General Literature* Index and *PAIS*, are located on the index tables in the center aisle of the first floor. A few specialized indexes, such as *Library Literature* and *Index of Economic Articles*, are located in the reference area. Specialized science indexes, such as *Chemical Abstracts* and *Biological Abstracts*, are located with the bound science periodicals on the ground floor. A file near the card catalogue identifies the location of all periodicals by title.

4

*Newspapers:*

Current issues of newspapers are placed in the wooden bin in the current periodical lounge area at the rear of the first floor. The library subscribes to the *New York Times, Wall Street Journal, Washington Post,* and many Virginia newspapers. After one week, most newspapers are discarded. Back issues of the *New York Times, Wall Street Journal, Richmond Times Dispatch,* and *Farmville Herald* are available on microfilm. Back issues of these newspapers are stored in the Reserve Room until the microfilm copy arrives. Ask for them at the circulation desk. The *New York Times Index* is located in the center aisle of the ground floor. The Wall Street Journal Index is found on the index tables in the center aisle of the first floor.

*Recordings:*

Recordings are located in the Metcalf Listening Room on the first floor. The room is equipped with one stereo record player and one cassette player-recorder. The collection includes classical and folk music, opera, drama, and poetry. Students may use the room for up to two hours by signing the appointment book at the circulation desk.

*Government Documents:*

Eggleston Library has been designated a selective depository for United States government documents. Some documents of primary importance, such as the *U. S. Statutes-at-Large* and the *Congressional Directory,* have been catalogued and entered into the Reference or General collection. Large runs of an important series, such as the *Congressional Record* and *U. S. Reports,* are shelved in the government documents area of the ground floor. Most unbound documents are not catalogued by the Dewey system. They are shelved in the government documents area of the ground floor according to the Superintendent of Documents classification system.

*Maps:*

Maps are located in the map cabinet on the ground floor near the cage.

*Microforms:*

Microform materials are located in the microforms room at the front of the ground floor. The library has back files of periodicals and newspapers on 35-millimeter microfilm. The library also has some back issues of periodicals and government documents on microfiche. Microfilm and microfiche readers are available in the microforms room.

*Atlases:*

Large atlases are shelved in a wooden atlas cabinet near the current periodicals at the rear of the first floor. Smaller atlases are shelved by Dewey number in the reference collection.

*National and Trade Bibliographies:*

The library's general bibliographical tools, such as the *National Union Catalogues*, the *Library of Congress Catalogues*, and *Books in Print*, are shelved in the reference alcove by the card catalogue.

*Special Collections:*

Rare books, Hampden-Sydney memorabilia, and manuscript materials are kept in the Jones Room (also referred to as the Hampden-Sydney Room) and the Watts Room on the second floor. These materials are available for student research use. Ask a member of the library staff for assistance.

*Children's Books:*

A children's book area is located in the southeast corner of the first floor adjacent to the reference collection.

*Genealogy:*

A collection of genealogical materials with emphasis on Virginia cities and counties is shelved next to the entrance to the Jones Room on the second floor.

*Interlibrary Loan Service:*

Materials which are essential for faculty or student research projects and not owned by the library may be obtained from other libraries through the interlibrary loan system. Present your requests to the reference librarian. Most items can be received in two to three weeks.

*Telephone Directories:*

A collection of telephone directories for most Virginia cities and towns, several North Carolina cities, and some major U. S. cities including Washington, is located in the reference alcove. Also in the alcove are copies of the *Zip Code Directory* and the *Official Airline Guide*.

## SPECIAL FEATURES

*New Books:*

A special shelf displaying recently acquired books and government documents is located on the first floor near the main entrance.

*Reserve Books:*

Books required by faculty as supplementary reading in specific courses are placed in the reserve room, located behind the circulation desk on the first floor. These books may be signed out for varying periods of time ranging from two hours to three days according to the wishes of the faculty. Larger than usual fines are imposed for tardy return of reserve materials. Full details about reserve policies are in *The Key*.

*College Catalogues:*

A collection of college catalogues is located on the bottom row of shelves near the current periodicals in the northeast corner of the first floor. A more extensive collection can be found in the Counseling and Career Planning Office in Bagby Hall.

*Browsing Collection:*

A collection of popular fiction and nonfiction paperbacks is located in the display rack near the current periodicals on the first floor. These uncatalogued books circulate on an honor basis.

*Reference Lists:*

Lists of basic reference sources by subject are available near the reference office.

*Copying Machine:*

A photocopying machine is located in the lobby near the front door. The charge is 10¢ per copy. Change may be obtained at the circulation desk.

*Longwood College Periodical Holdings:*

A list of the periodicals in the Lancaster Library collection at Longwood College can be found in the appropriately marked drawers of the Eggleston Library card catalogue. The card file for the Longwood periodicals is located after the "Z" section of the catalogue.

*Study Carrels:*

Student study carrels are located on each floor. They are not assigned to or reserved for individual students. Users are advised not to leave books or personal belongings on these carrels overnight.

*Typing Areas:*

A typing study is available near the center of the ground floor. Several typing carrels are located along the west wall of the second floor.

*Faculty Studies:*

A limited number of studies are provided for the use of faculty engaged in scholarly research. Requests for studies are made with the head librarian. All books and materials placed in the studies must be charged out at the circulation desk.

*Seminar Rooms:*

Two seminar rooms are available for class use. Faculty are requested to reserve the rooms in advance at the circulation desk. The rooms are located on the second floor.

7

*Reading Terrace:*

For those who prefer an outdoor atmosphere when studying, reading terrace is located outside the first floor near the curre periodicals lounge area. Cushions for the seats may be picked up at t circulation desk.

*Telephone:*

A public telephone is located outside the library near the parki lot. Library telephones are for the use of the library staff only.

## *III. HOW TO FIND WHAT WE HAVE*

### HOW TO FIND A BOOK

*Card Catalogue:*

The card catalogue, located on the first floor just beyond the main lobby, is the basic tool for searching the library's collection. The cards are arranged in one alphabetical sequence just like a dictionary. You may look up books in the following ways:

1. By author: All books in the library by a particular author are listed in the catalogue under the author's name. Authors may be individuals (Shakespeare, William), companies (American Telephone and Telegraph Company), institutions (Smithsonian Institution), associations (American Sociological Association), or government agencies (U. S. Department of State. Historical Office).
2. By title: Most books are listed in the card catalogue under their titles. Look under the first word of the title disregarding articles "a", "an", or "the", or their foreign equivalents.
3. By subject: All books are listed in the catalogue under words or phrases (called subject headings) which describe the type of information to be found in them. Subject headings are printed either in red or in black capitals at the top edge of the card. If you are not certain which subject heading is used in the card catalogue for the type of information you need, consult the *Library of Congress Subject Headings*, the two large red volumes on the work counter next to the catalogue. These volumes will also identify related subject headings that might also be checked. Ask the reference librarian for assistance in using these volumes.

*Information on Catalogue Cards (See Plates I & II):*

The catalogue card contains information about the author, title, and other publication details of the book, its size and length, special features, the various cards for the book which are filed in the card catalogue, and the call number (unless a work of fiction).

*Arrangement of Cards in the Catalogue:*

Cards are filed alphabetically word by word according to the words on the top line. Note the following rules and exceptions:

1. Personal author cards are filed before subject or title cards beginning with the same word:
   Richmond, Charles Wallace
   Richmond, George Herbert
   RICHMOND, VA. — HISTORY
   RICHMOND, VA. — SOCIAL LIFE AND CUSTOMS
   Richmond in by-gone days.

2. The articles "a", "an", "the" and their foreign equivalents are disregarded when they come at the beginning of a heading.

3. Dates and numbers are filed as though written out in full:
1984 = Nineteen eighty-four.

4. Initials and acronyms are filed at the beginning of the particular letter of the alphabet, before any words beginning with the same letter. (Periods in abbreviations are disregarded).

CIA, the inside story.
CRC handbook of radioactive nuclides.
C.R.C. standard mathematical tables.
CU buying guide.
A cab at the door.
Cabell, James Branch, 1879-

5. Some common abbreviations, such as "Dr.", "Mr.", and "St.," are filed in the catalogue as if they were spelled out in full.

Missouri compromise.
Mr. Justice Jackson: four lectures in his honor.
Mistral, Frederic.

6. "M' ", "Mc", and "Mac" are interfiled as if they were spelled "Mac."

7. Umlauts and other diacritical marks are disregarded.

8. Works *by* an author are followed by works *about* that author. Books of criticism about a particular work of an author immediately follow the cards for that work. *(See Plate III.)*

9. Within a single subject heading, there may also be a regular pattern of subdivisions as follows:

Simple subject heading
Subject with a form subdivision
Subject with a geographic subdivision
Subject with a qualifying adjective
Subject with a phrase

Examples:
ART
ART — YEARBOOKS
ART — BELGIUM
ART — BAROQUE
ART AND STATE

When period subdivisions are used under the subject headings for the history of a topic, the subject cards are arranged chronologically:

U.S. — HISTORY — REVOLUTION
U.S. — HISTORY — CONSTITUTIONAL PERIOD, 1789-1809
U.S. — HISTORY — War of 1812

*Plate I: Example of an author card:*

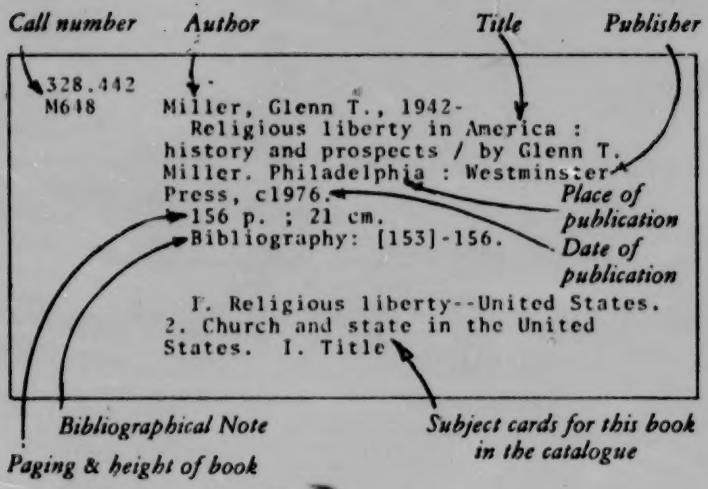
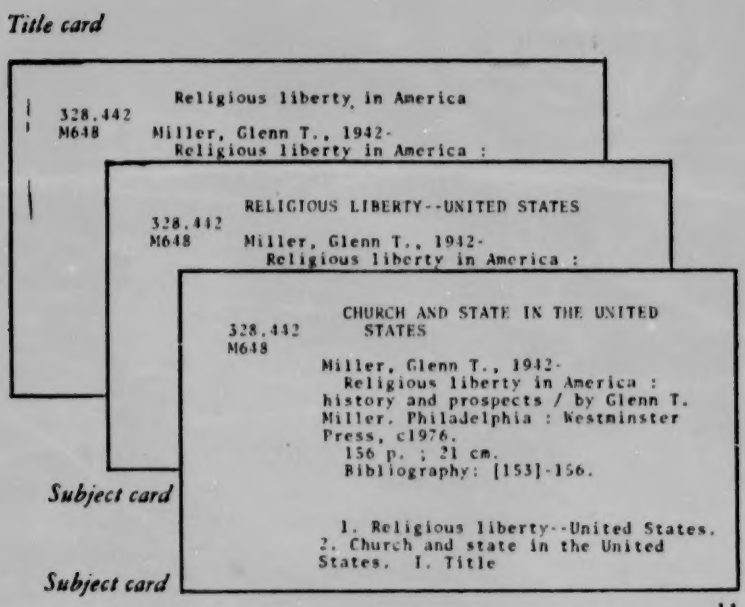
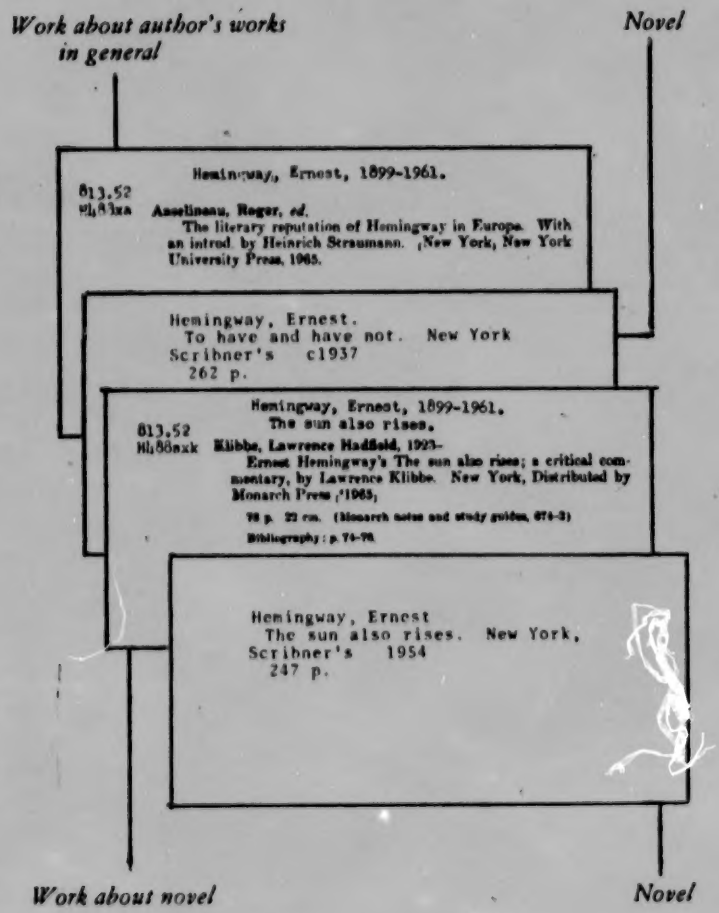



*Plate II: Example of subject and title cards:*




11

*Plate III: Works by an author and works about an author*


Work about author's works in general
Novel
Hemingway, Ernest, 1899-1961.
813.52
H488xa
Asselineau, Roger, ed.
The literary reputation of Hemingway in Europe. With an introd. by Heinrich Straumann. [New York, New York University Press, 1965.
Hemingway, Ernest.
To have and have not. New York
Scribner's c1937
262 p.
Hemingway, Ernest, 1899-1961.
The sun also rises.
813.52
H488zxk
Klibbe, Lawrence Haddield, 1923-
Ernest Hemingway's The sun also rises; a critical commentary, by Lawrence Klibbe. New York, Distributed by Monarch Press [1965]
Bibliography: p. 74-78
Hemingway, Ernest
The sun also rises. New York,
Scribner's 1954
247 p.
Work about novel
Novel

*Location Symbols:*

Once you have found the card for the book you want, copy down the full call number. Some cards have location symbols next to the call number. These symbols, listed below, identify special areas where the books are shelved. If no special area is indicated by a location symbol, the book is shelved in the regular stack area.

H. S. = Hampden-Sydney collection in the Jones Room
J = Juvenile book in the children's collection
O = Oversize book; shelved in oversized book areas
R = Reference collection
Bound period = Bound periodical; shelved on first floor
Microfilm or microfiche = Microforms room, ground floor.
Reference Alcove = Shelves in card catalog area
Science journal = Ground floor

Some letters which appear to be location symbols are merely indications of books written in a modern foreign language. These books are shelved in the general stack area.

F = French
G = German
Ru = Russian
S = Spanish

Look for other useful information on the card: length of book, presence or absence of a bibliography or index, and especially the subject headings assigned to this book. These are the terms following the Arabic numerals at the bottom of the card. Next check the location for books in this call number range on the signs posted on the end of the card catalogue. Or check the location chart in this handbook.

*Arrangement of Books on the Shelf:*

The books are arranged according to the Dewey Decimal Classification system. A summary of the system is printed in this handbook.

Example of shelving sequence:
863.8
863.801
863.810
863.9
864

If a book is not in its place in the stacks, ask for help at the circulation desk.

## LOCATION OF BOOKS SHELVED BY TYPE

OVERSIZE BOOKS, those too large for shelving in the regular stack location, are placed on the oversize shelves at the front of the second and ground floors.

BIOGRAPHIES are given the call number "92" and are located on the second floor, right after 919.99 and before 920. Within the number "92" they are arranged alphabetically by biographee.

FICTION is located on the second floor and is filed alphabetically by author. There is no call number for fiction, although some of the older cards in the public catalog have an "F"; others have the first initial of the author's last name.

DICTIONARIES AND ENCYCLOPEDIAS are located in the reference area. One dictionary can always be found on the stand in the lobby. In addition, there are several dictionaries on table-top holders in the study areas on each floor. General encyclopedias, such as *Encyclopedia Britannica*, and frequently consulted special encyclopedias, such as *McGraw-Hill Encyclopedia of Science and Technology*, are shelved in the encyclopedia area between the main lobby and the reference shelves.

BUFF CARDS in the card catalogue identify books which are on order or in the process of being catalogued. Ask a member of the staff about the availability of such titles.

## HOW TO FIND A PERIODICAL ARTICLE

*Periodical File:*

Only periodicals which are bound are included in the card catalogue. To determine whether the library has a particular periodical, consult the periodical file near the index tables on the first floor. The file is an alphabetical list of the periodicals received by the library with information about where they are shelved and which years are included in the holdings. A color code identifies the locations: blue for main floor, green for ground floor, and buff for cage. Periodicals not yet bound but no longer current may be available. Ask a library staff member for assistance. If the library does not own the periodical, check the list of Longwood periodicals contained in the drawers of the card catalogue following the "Z's". If still unsuccessful, ask the reference librarian about obtaining the periodical through an interlibrary loan.

*Indexes:*

To locate periodical articles on certain subjects or by a particular author, consult the periodical indexes in the center aisle of the first floor. If you do not know how to use these indexes, a library staff member will be happy to assist you.

## HOW TO FIND A NEWSPAPER ARTICLE

Use the *New York Times* or *Wall Street Journal Index* to determine the date of issue of the newspaper which contains the desired information. Go to the microforms room on the ground floor and locate the reel of microfilm which contains that issue. A library staff member will be happy to show you how to use the microfilm readers.

## HOW TO FIND A GOVERNMENT DOCUMENT

Only major series of government publications are catalogued and shelved in the reference or general collections. These items can be located through the card catalogue. Most documents are not listed in the catalogue, but are kept in a separate collection arranged by the Superintendent of Documents classification system. This system uses a combination of letters and numbers to arrange publications according to the agencies which issue them. For example, *Crime in the United States 1976*, a document which forms a portion of the FBI's annual Uniform Crime Report series, bears the classification number: J 1.14/7:976. The first letter indicates the agency or department which issues the publication:

J = Justice Department

The following numbers indicate the subordinate agency, if any, which is directly responsible for writing the work and the category or type of publication:

1.14/7 = Uniform Crime Reports of Federal Bureau of Investigation.

The final numbers often indicate the year of coverage of the document:

976 = 1976

The basic step in locating a document is to look in the *Monthly Catalogue of United States Government Publications*. This source lists government documents by author, subject, title, and series. Ask the reference librarian for assistance.

15

## *IV. HELPFUL INFORMATION*

### DEWEY CLASSIFICATION

| | | | |
|---|---|---|---|
| 000 | | | *General Works* |
| | 010 | | Bibliographies and Catalogues |
| | 020 | | Library and information Sciences |
| 100 | | | *Philosophy and Psychology* |
| | 110 | | Metaphysics |
| | 150 | | General psychology |
| | 160 | | Logic |
| | 170 | | Ethics |
| | 180 | | Ancient and medieval |
| | 190 | | Modern philosophy |
| 200 | | | *Religion* |
| | 220 | | Bible |
| | 260-280 | | Christian church |
| | 290 | | Other religions |
| 300 | | | *Social Sciences* |
| | | 301 | Sociology |
| | 310 | | Statistics |
| | 320 | | Political science |
| | 330 | | Economics |
| | 340 | | Law |
| | 370 | | Education |
| 400 | | | *Language* |
| | 420 | | English and Anglo-Saxon |
| | 430 | | Germanic languages |
| | 440-460 | | Romance languages |
| 500 | | | *Pure Science* |
| | 510 | | Mathematics |
| | 530 | | Physics |
| | 540 | | Chemistry |
| | 570 | | Anthropology and biology |
| 600 | | | *Technology (Applied Sciences)* |
| | 610 | | Medical Sciences |
| | 650 | | Business |
| 700 | | | *The Arts* |
| | 720 | | Architecture |
| | 730 | | Sculpture |
| | 750 | | Painting |

16

| | | | |
|---|---|---|---|
| | 770 | | Photography |
| | 780 | | Music |
| | | | *Literature* |
| 800 | | | |
| | 810 | | American |
| | 820 | | English |
| | 830 | | Germanic |
| | 840 | | French |
| | 850 | | Italian |
| | 860 | | Spanish, Portuguese |
| | | | *History* |
| 900 | | | |
| | 920 | | Biography |
| | 940 | | Europe |
| | 970 | | North America |
| | | 973.7 | Civil War |
| | | 975 | South Atlantic States |
| | | 975.5 | Virginia |
| | | 975.564 | Prince Edward County |
| | 980 | | South America |

## SUPERINTENDENT OF DOCUMENTS CLASSIFICATION OF U. S. GOVERNMENT DOCUMENTS

| | | | |
|---|---|---|---|
| A | | | Agriculture Department |
| AC | | | Arms Control & Disarmament Agency |
| C | | | Commerce Department |
| CC | | | Federal Communications Commission |
| CR | | | Civil Rights Commission |
| D | | | Defense Department |
| E | | | Energy Department |
| EP | | | Environmental Protection Agency |
| FA | | | Fine Arts Commission |
| FE | | | Federal Energy Administration |
| FR | | | Federal Reserve System |
| GA | | | General Accounting Office |
| GP | | | Government Printing Office |
| GS | | | General Services Administration |
| | GS | 4 | National Archives and Records Service |
| HE | | | Health, Education, & Welfare Department |
| | HE | 19 | Education Division |
| | HE | 20 | Health agencies |
| HH | | | Housing and Urban Development Department |
| I | | | Interior Department |

| | | | |
|---|---|---|---|
| J | | | Justice Department |
| JU | | | Judiciary |
| L | | | Labor Department |
| LC | | | Library of Congress |
| NAS | | | National Aeronautics & Space Administration |
| NF | | | National Foundation on the Arts & Humanities |
| NS | | | National Science Foundation |
| P | | | Postal Service |
| Pr | | | President of the United States |
| PrEx | | | Executive Office of the President |
| S | | | State Department |
| SI | | | Smithsonian Institution |
| T | | | Treasury Department |
| | T | 22 | Internal Revenue Service |
| TD | | | Transportation Department |
| Y | | | Congress and Special Commissions/Agencies |

## A HANDY LOCATOR

Books in the general stack areas, shelved by Dewey decimal number:

| | |
|---|---|
| 000's (General works, including bibliography) | Ground Floor |
| 100's (Philosophy and psychology) | Ground Floor |
| 200's (Religion) | Ground Floor |
| 300's (Social sciences, economics, government) | Ground Floor |
| 400's (Language and linguistics) | Ground Floor |
| 500's (Biology, chemistry, physics) | Ground Floor |
| 600's (Applied science, medicine, business) | Ground Floor |
| 700's (Fine arts, music, theatre, sports) | Second Floor |
| 800's (Literature) | Second Floor |
| 900's (History and geography) | Second Floor |
| 92's (Biography) | Second Floor |

| | |
|---|---|
| Atlases | First Floor |
| Biological Abstracts | Ground Floor |
| Chemical Abstracts | Ground Floor |
| Children's Books | First Floor |
| Encyclopedias | First Floor |
| Fiction | Second Floor |
| Genealogy | Second Floor |
| Government documents | Ground Floor |
| Indexes (except New York Times Index) | First Floor |
| Jones Room (Rare Book Room) | Second Floor |
| Maps | Ground Floor |

| | |
|---|---|
| Microform room | Ground Floor |
| New books | First Floor |
| New York Times Index | Ground Floor |
| Newspapers | First Floor |
| Periodicals: | |
| Current (in lounge area) | First Floor |
| Bound (other than science periodicals) | First Floor |
| Science periodicals (bound) | Ground Floor |
| Unbound (other than current ones) | Ground Floor |
| Reference Books | First Floor |
| Rest rooms: | |
| Men's | All Floors |
| Women's | First, Second Floors |
| Seminar Rooms | Second Floor |
| Telephone directories (in alcove) | First Floor |
| Watts Room (Rare Book Room Annex) | Second Floor |

## RULES AND REGULATIONS

Library policies concerning the borrowing of books, fines for overdue books, and reserve books are printed in the current edition of ***The Key***.

SMOKING is permitted only on the ground floor and in the smoking rooms of the first and second floors.

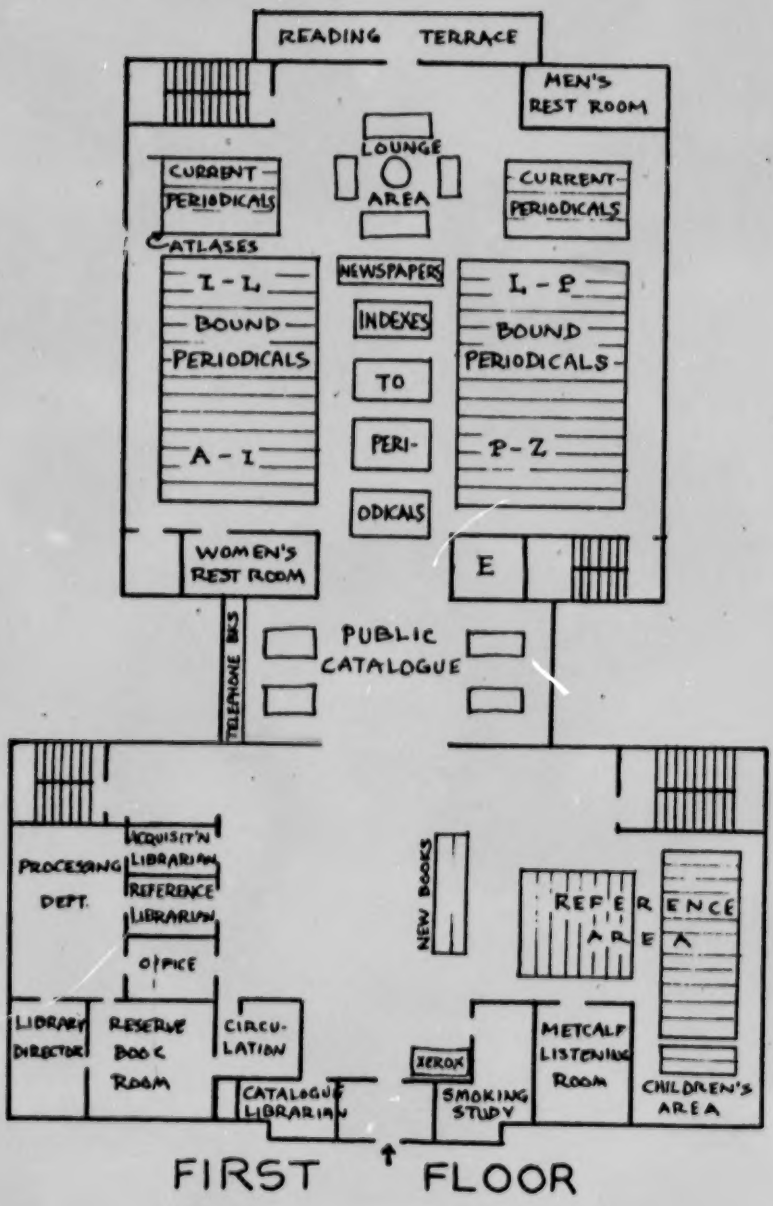
EATING AND DRINKING are not permitted in the library.

## NOTES AND REMINDERS

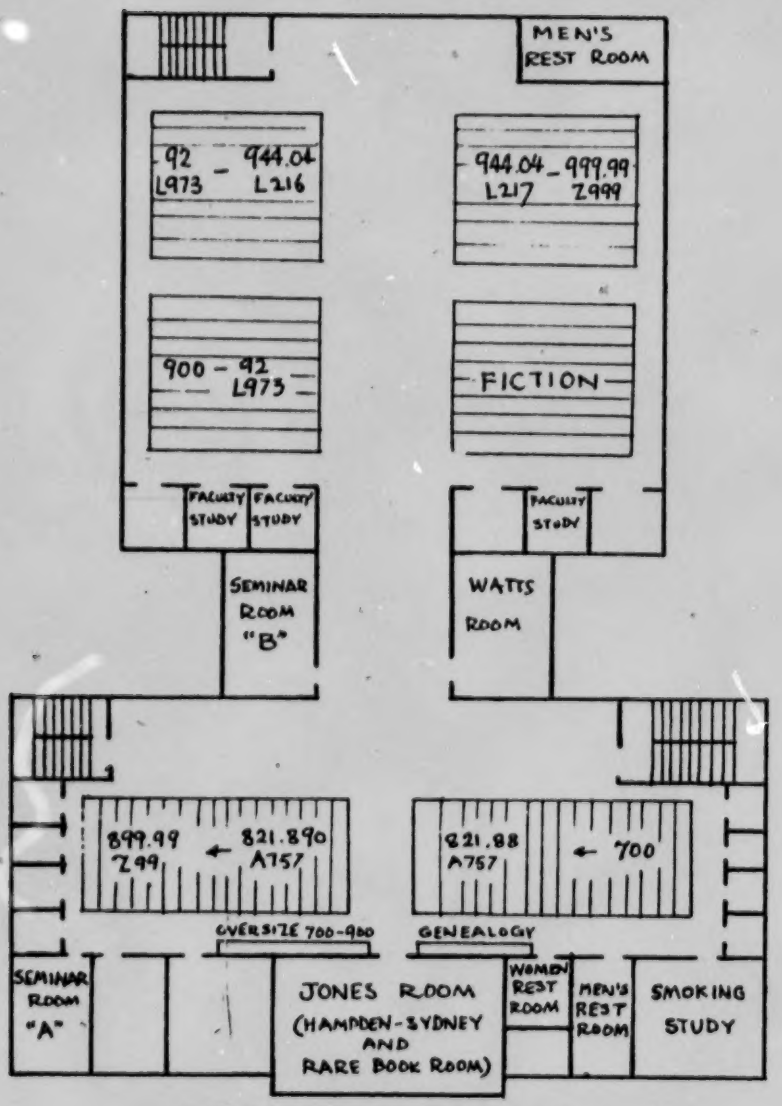
A BOOK DEPOSIT chute is located next to the main door for the return of materials when the library is closed.

MEN'S REST ROOMS are located at the northeast corner on each floor and at the southeast corner of the ground and second floors. WOMEN'S REST ROOMS are located beyond the card catalogue on the first floor and next to the Jones Room on the second floor.

A LOST AND FOUND service is provided for valuable items. Inquire at the circulation desk. Misplaced notebooks and other such items are put on the shelves behind the new books area.

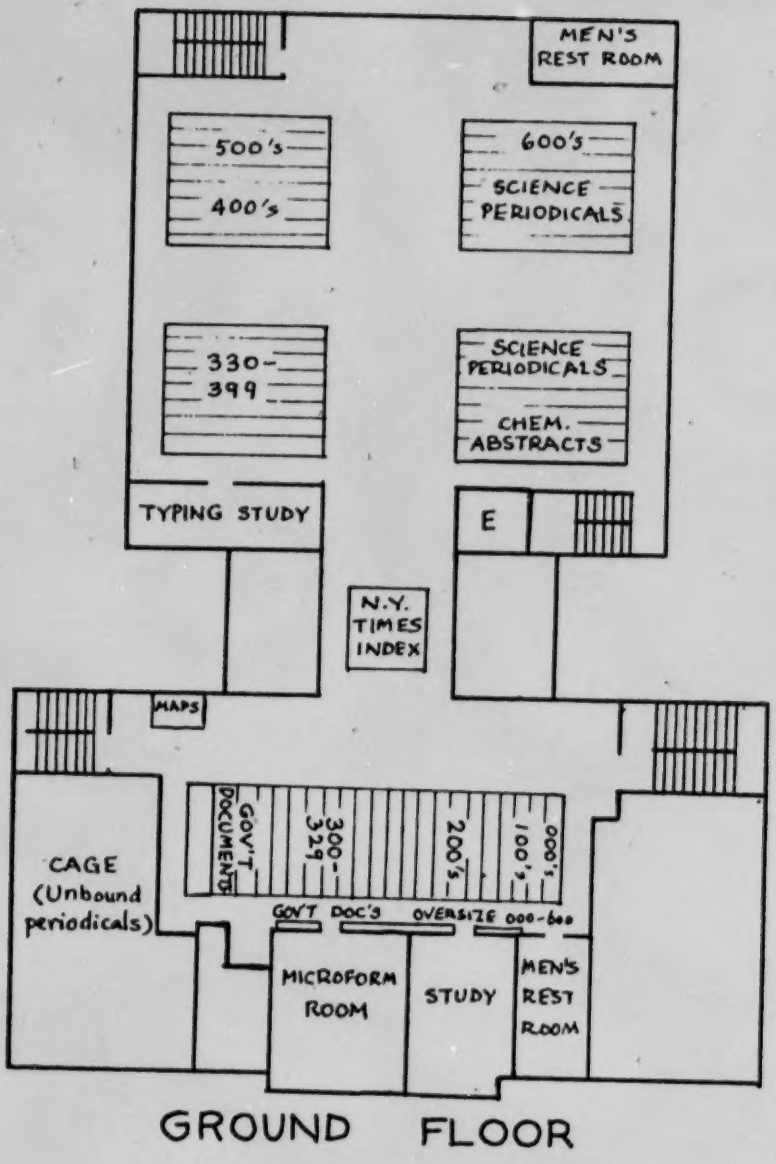

READING TERRACE
MEN'S REST ROOM
LOUNGE AREA
CURRENT PERIODICALS
CURRENT PERIODICALS
ATLASES
I - L
BOUND PERIODICALS
A - I
NEWSPAPERS
INDEXES TO PERI- ODICALS
L - P
BOUND PERIODICALS
P - Z
WOMEN'S REST ROOM
E
TELEPHONE BKS
PUBLIC CATALOGUE
PROCESSING DEPT.
ACQUISIT'N LIBRARIAN
REFERENCE LIBRARIAN
OFFICE
NEW BOOKS
REFERENCE AREA
LIBRARY DIRECTOR
RESERVE BOOK ROOM
CIRCU- LATION
CATALOGUE LIBRARIAN
XEROX
SMOKING STUDY
METCALF LISTENING ROOM
CHILDREN'S AREA
FIRST FLOOR

20




SECOND FLOOR

21


MEN'S REST ROOM
500's
400's
600's
SCIENCE PERIODICALS
330-399
SCIENCE PERIODICALS
CHEM. ABSTRACTS
TYPING STUDY
E
N.Y. TIMES INDEX
MAPS
CAGE (Unbound periodicals)
GOV'T DOCUMENTS
300-329
200's
100's
000's
GOV'T DOC'S
OVERSIZE 000-600
MICROFORM ROOM
STUDY
MEN'S REST ROOM
GROUND FLOOR

## INDEX


Abbreviations or acronyms 10
Abstracts 4
Atlases 5
Author card (sample) 11

Bibliographies 6
Biographies 14
Book deposit 19
Books, how to find 9
Browsing collection 7
Buff cards 14

Call numbers 13
Card catalogue 9
Carrels 7
Catalogue cards 9
Children's books 6
College catalogues 7
Copy machine 7

Dewey Decimal classification 13
Dewey Decimal classification, outline 16
Dictionaries 14

Eating and drinking 19
Eggleston, Joseph DuPuy 3
Encyclopedias 14

Faculty studies 7
Fiction 14
Filing rules 9
Fines 7
Floor plans 20, 21, 22

Genealogy collection 6
General collection 4
Government documents 5
Government documents, how to find 15, 17

Historical sketch 3
Hours 2

Indexes 4, 14
Interlibrary loan service 6

Jones Room 6
Journals: *See* Periodicals
Juvenile Books: *See* children's books

*Key, The* 6, 8

Listening room 5
Location symbols 13
Location table 18
Longwood College periodicals 7
Lost and found 19

Maps 5
Metcalf Listening Room 5
Microforms 5

New books 6
Newspaper articles, how to find 15
Newspapers 5

Oversize books 14

Periodical articles, how to find 14
Periodicals 4

Rare books 6
*Reader's Guide: See* Indexes
Reading terrace
Recordings 5
Reference collection 4
Reference lists 7
Reserve books 6
Restrooms 19
Rules and regulations 19

Seminar rooms 8
Smith, Samuel Stanhope 3
Smoking areas 19
Special collections 6
Stack arrangement
Staff 3
Subject cards (samples) 11
Superintendent of Documents classification 15
Superintendent of Documents classification, outline 17
Symbols 13

Telephone 8
Telephone directories 6
Terrace 8
Title card (sample) 11
Typing areas 7

Unbound Periodicals 4

*Virginia Gazette* 3

Watts Room 6
Winston Hall 3

Xerox: *see* Copy machine

Yearbooks 4

Zip Code directory: 6

## BASIC REFERENCE SOURCES IN EGGLESTON LIBRARY

### Guides to reference sources

R 016
W759
1976

Sheehy, Eugene P. GUIDE TO REFERENCE BOOKS, 9th ed. 1976. Most comprehensive guide to reference literature. Arranged by subject, subarranged by type of reference work.

R 016
G738h
1974

THE READER'S ADVISER: A GUIDE TO THE BEST IN LITERATURE, 12th ed. 3 vols. 1974-77. Wide ranging guide to reference books and good reading in all fields.

### Encyclopedias

R 030
B862
1974
Ency Area

ENCYCLOPEDIA BRITANNICA, 15th ed. 30 vols. 1974. Divided into 3 parts: (1) the Propaedia or outline of knowledge (2) the Micropaedia (10 vols.) or brief articles for ready reference needs and (3) the Macropaedia which contains the long, in-depth articles. Bibliographies are included with articles in the Macropaedia.

R 030
A512
1969
Ency Area

ENCYCLOPEDIA AMERICANA, 30 vols. 1969. Also an authoritative general encyclopedia. Single alphabetical arrangement of all material.

R 031
C726
1967

COLUMBIA ENCYCLOPEDIA, 3d ed. 1963. Best one-volume encyclopedia for ready reference needs. (4th ed. on order--August 1977)

Modern general foreign language encyclopedias in the library include:

R 033.1
B864

Brockhaus Enzyklopadie, 20 vols. 1966-74.

R 034
L332g

Grand Larousse Encyclopedique, 10 vols. 1960-64.

R036
D545

Diccionario Enciclopedico Abreviado, 7th ed. 7 vols. & Appendix vol. 1957-65.

There are also many specialized encyclopedias which concentrate on one subject or field, such as THE ENCYCLOPEDIA OF THE SOCIAL SCIENCES or THE ENCYCLOPEDIA OF CHEMISTRY. See the subject reference lists.

### Bibliographies

R 016.01
B561

Besterman, Theodore. A WORLD BIBLIOGRAPHY OF BIBLIOGRAPHIES, 3d. ed. 4 vols, 1955. Records bibliographies on all subjects published through the early 1950s.

R 016.016 B582 — BIBLIOGRAPHIC INDEX: A CUMULATIVE BIBLIOGRAPHY OF BIBLIOGRAPHIES, 1937- . Appears semi-annually. A subject arrangement of bibliographies appearing in books or periodicals in both English and foreign languages. Provides year by year coverage of new bibliographies for all subjects.

National and Trade Bibliographies (for book publishing information)

R 015 P976 Alcove — BOOKS IN PRINT, 1948- . Appears annually, with mid-year supplement. Lists books currently in print from U.S. publishers. Arranged by author and title listings. Subject approach through companion volume, SUBJECT GUIDE TO BOOKS IN PRINT, 1957- . Books recently published or about to be published are listed in FORTHCOMING BOOKS, 1966- .

R 015 P976 Alcove — PUBLISHERS' TRADE LIST ANNUAL, 1873- . Appears annually. An alphabetical arrangement of publishers' catalogs. Index appears at front of first volume. Offers information about which books are available from which publishers and at what price.

R 015 U581c Work Room — CBI: CUMULATIVE BOOK INDEX, 1928- . Appears monthly. The standard national trade bibliography of American books and of books in the English language published anywhere in the world. Single alphabetical listing by authors, subjects, and titles.

R 015.73 A512 Work Room — AMERICAN BOOK PUBLISHING RECORD, 1960- . Appears monthly. A listing of books recently published by American publishers. Arranged by Dewey classification numbers for easy subject approach. Collected annually under the title BPR.

Union Lists of Books and Periodicals (for verifying information about publications and for identifying their location in libraries)

R 018.1 C357 Alcove — NATIONAL UNION CATALOG, 1953- . Lists by author (or title if no author) all books published anywhere in the world and received and cataloged by the Library of Congress or other major American libraries. Entries include symbols which identify libraries holding copies of the work.

Bound Periodicals — NATIONAL UNION CATALOG, PRE-1956 IMPRINTS, 1968- . In progress, to be completed in 610 vols. Covers books published prior to 1956.

R 016.05 U58 1965 — UNION LIST OF SERIALS, 3d. ed. 5 vols. 1965. Identifies the holdings of 157,000 journals and periodicals in 956 U. S. and Canadian libraries. Coverage ends at 1950. See next item.

R 016.05 N532 — NEW SERIAL TITLES, 1950-1970. 4 vols. 1973. Covers periodicals beginning publication on or after January 1, 1950.

R 016.05 R496 — VIRGINIA UNION LIST OF SERIALS, 1974. Contains information on periodicals held by 54 college, university, special, and public libraries in Virginia.

## Indexes (In call number listed, Ind Tab = Index Tables)

R 050
R286
Ind Tab

READERS' GUIDE TO PERIODICAL LITERATURE, 1900- . Appears twice monthly. An author, subject, and title index to about 150 popular magazines. Does not cover specialized and academic periodicals and journals.

R 050
S678
Ind Tab

SOCIAL SCIENCES INDEX, 1974- . Appears quarterly. An author and subject index to general and academic periodicals carrying articles related to the social sciences. Prior to 1974, combined in one single index with HUMANITIES INDEX under the title SOCIAL SCIENCES AND HUMANITIES INDEX. (R 050/R287) Before that, from 1907 to 1965, the index was entitled International Index (R 050/R287 in regular reference area)

R 050
H918
Ind Tab

HUMANITIES INDEX, 1974- . Appears quarterly. An author and subject index to general and academic periodicals carrying articles on the humanities. For information about coverage prior to 1974, see the preceding item.

For coverage of 19th century periodicals, see:

R 050
P822

POOLES INDEX TO PERIODICAL LITERATURE, 1802-1907. 7 vols. 1882-1908. A subject index to 470 American and British periodicals. Difficult to use. Includes book reviews listed under the subject of the book or sometimes under the author of the book.

R 050
N714
Ind Tab

NINETEENTH CENTURY READERS' GUIDE TO PERIODICAL LITERATURE 1890-1899, WITH SUPPLEMENTARY INDEXING, 1900-22. 2 vols. 1944. An author and subject index to 51 American periodicals.

Other basic indexes with different types of coverage are:

R 040
E78
Ind Tab

ESSAY AND GENERAL LITERATURE INDEX, 1900- . Appears semi-annually. An author-subject index to essays and articles in books on all subjects. Covers books published year by year.

R 016.3
P976
Ind Tab

PAIS: PUBLIC AFFAIRS INFORMATION SERVICE BULLETIN, 1915- . Appears weekly. A subject index to books, government publications, and periodical articles on public and economic affairs. Useful for a broad range of topics.

## Atlases and Geographical Dictionaries

R 912
T583
Atlas Area

TIMES ATLAS OF THE WORLD, MID-CENTURY EDITION, 2nd ed. 1955-59 5 vols. A comprehensive international atlas. Now somewhat dated.

R 910.3
W385
1964

WEBSTER'S GEOGRAPHICAL DICTIONARY, 1964. A dictionary of names and places with geographical and historical information.

R 910.3 C726 1952 — COLUMBIA-LIPPINCOTT GAZETTEER OF THE WORLD, 1952. A geographical dictionary which offers basic information on over 130,000 geographical locations.

R 912 O98w — OXFORD WORLD ATLAS, 1973. A recent, handy atlas featuring topographic, population, economic, and meterological coverage.

R 910.3 T583 — INDEX-GAZETTEER OF THE WORLD, 1966. Includes latitude and longitude map references to the TIMES ATLAS OF THE WORLD.

Biographical Sources

R 016.92 B616 Ind Tab — BIOGRAPHY INDEX, 1946- . Appears quarterly. An index to biographical material in books and periodicals on persons of all times and places.

R 929.3 N532 — NEW YORK TIMES OBITUARIES INDEX 1858-1968, 1970. An index to obituaries in the New York Times. Good source for locating biographical information on deceased individuals.

R 920 C976 — CURRENT BIOGRAPHY, 1940- . Appears monthly. A continuing series of biographical articles on famous, significant contemporary people. There are ten year indexes and cumulated indexes in each volume for the period since the previous ten year index appeared.

R 920.02 M147 — McGRAW-HILL ENCYCLOPEDIA OF WORLD BIOGRAPHY, 12 vols. 1973. A collection of brief biographical articles on noteworthy persons of all places and times.

R 920.02 P314 — CHAMBERS'S BIOGRAPHICAL DICTIONARY, rev. ed., 1969. Handy, one volume universal biography.

American biographical dictionaries, current and retrospective:

R920.073 W628 — WHO'S WHO IN AMERICA, 1899- . Appears bienrially. A biographical dictionary of notable living American men and women.

R 920.073 W62 — WHO WAS WHO IN AMERICA, 1897-1976, 6 vols. Contains sketches removed from WHO'S WHO IN AMERICA because of death, 1897-1976. Supplemented by WHO WAS WHO IN AMERICA: HISTORICAL VOLUME 1607-1896, 1963, which contains over 13,000 biographies of prominent Americans who died prior to 1896.

R 920 D554 — DICTIONARY OF AMERICAN BIOGRAPHY, 20 vols. & supplements, 1937- . The leading scholarly American biographical dictionary. Excludes living persons. Note: WHO'S WHO, WHO WAS WHO, and the DICTIONARY OF NATIONAL BIOGRAPHY are the British equivalents.

R 920.72 N899 — NOTABLE AMERICAN WOMEN, 1607-1950, 3 vols. 1971. A response to the exclusion of all but a few women from the DICTIONARY OF AMERICAN BIOGRAPHY.

## Directories

### Of people:

R 923.773 C368 1974 — DIRECTORY OF AMERICAN SCHOLARS, 6th ed. 4 vols. 1974. Profiles of nearly 40,000 scholars in various academic disciplines except the sciences.

R 925.0973 A512 1976 — AMERICAN MEN AND WOMEN OF SCIENCE, 13th ed. 7 vols. 1976. Profiles of more than 12,000 currently active scientists.

### Of groups:

R 061.3 G152 1972 — ENCYCLOPEDIA OF ASSOCIATIONS, 7th ed. 2 vols. 1972. Covers more than 15,000 American organizations and groups, including business, religious, labor, scientific, and educational organizations. Contains basic information about the location and membership of the group and its activities.

### Of publications:

R 016.05 U45 1973/74 — ULRICH'S PERIODICALS DIRECTORY: A CLASSIFIED GUIDE TO A SELECTED LIST OF CURRENT PERIODICALS, 15th ed. 1973, 2 vols. Offers basic information on more than 55,000 American and foreign periodicals. Arranges periodicals by subject.

## Statistical Collections and Almanacs

R 317.3 W927 — WORLD ALMANAC AND BOOK OF FACTS, 1868- . Appears annually. A collection of factual information on wide range of topics and review of events of previous year.

R314.2 A445 — WHITAKER'S ALMANACK, 1869- . Appears annually. British emphasis.

R 031 K16 1964 — Kane, Joseph N. FAMOUS FIRST FACTS, 3d ed. 1964. Records first happenings, discoveries, and inventions.

R 032 G964 — GUINNESS BOOK OF WORLD RECORDS, 1955- . Appears annually.

R 305 S797 — STATESMAN'S YEAR-BOOK: STATISTICAL AND HISTORICAL ANNUAL OF THE STATES OF THE WORLD, 1864- . Appears annually. Focuses on political matters but includes a variety of other information and statistics on the countries of the world.

R 317.3 F714 — STATISTICAL ABSTRACT OF THE UNITED STATES, 1879- . Appears annually. A compilation of statistics from all U.S. government agencies. Contains the most frequently cited government statistics with references to the publications which contain the complete statistical series.

**Subject heading guides**

R 025.3 U58 1975 Alcove — LIBRARY OF CONGRESS SUBJECT HEADINGS, 8th ed. 2 vols. 1975. Identifies the established subject headings used by the Library of Congress and relates unused headings to the corresponding established headings. Extremely valuable aid to the use of the card catalog.

R 025.33 A874 Ind Tab. — CROSS-REFERENCE INDEX: A SUBJECT HEADING GUIDE, 1974. Identifies related subject headings used in key periodical indexes.

**Newspapers--Indexes, Union Lists, and Directories.**

R 071 N532 Ind Tab Ground Flr. — THE NEW YORK TIMES INDEX, 1851- . Appears twice monthly. A detailed subject index to daily issues of the New York Times. Serves as general index to all newspapers for events of national and international significance.

R 016.071 B855 — Brigham, Clarence S. HISTORY AND BIBLIOGRAPHY OF AMERICAN NEWSPAPERS, 1690-1820, 2 vols. 1947. Lists over 2000 newspapers published between 1690 and 1820 by state and includes brief history and location of copies in libraries.

R 016.070 A512 — AMERICAN NEWSPAPERS, 1821-1936, A UNION LIST OF [redacted] FILES AVAILABLE IN THE UNITED STATES AND CANADA, 1937. Continues coverage begun by preceding item.

R 016.071 A976 — AYER'S DIRECTORY OF NEWSPAPERS AND PERIODICALS, 1880- . Annually. Lists about 20,000 newspapers and periodicals currently published in America, its territories, and Canada. Arranged by states and cities, with detailed information about the publications and economic descriptions of the cities in which they are published.

## Dictionaries

R 423
W382n
1971

WEBSTER'S THIRD NEW INTERNATIONAL DICTIONARY, 1971. A standard but controversial dictionary because of its acceptance of slang and other popular usages. No entries for people or places. Arranges meanings of words in chronological order with earliest meanings first.

R 423
R192

RANDOM HOUSE DICTIONARY, 1966. Includes entries for people and places. Arranges definitions in order of importance with most frequently used meanings first.

R 423
O982

THE OXFORD ENGLISH DICTIONARY, 1933, 13 vols. + supplements. The great dictionary of the English language.. Presents the history of every word introduced into the English language since 1150. Gives differences in meaning, spelling, pronunciation, and usage at different periods of the last 800 years.

R 424
R462

ROGET'S INTERNATIONAL THESAURUS, 3rd ed. 1962. A dictionary of synonyms with words grouped according to categories of ideas.

R 808.8
O98

OXFORD DICTIONARY OF QUOTATIONS, 2nd ed. 1953. Arranges quotations alphabetically by author, with an index of key words.

R 423
F786
1965

Fowler, Henry W. DICTIONARY OF MODERN ENGLISH USAGE, 2nd ed. 1965. A guide to the usage of the English language. Contains brief entries on grammar, sentence patterns, word choice, spelling, punctuation, pronunciation, etc.

R 427.09
W478
1975

Wentworth, Harold. DICTIONARY OF AMERICAN SLANG, 2nd supplemented ed. 1975. Defines American slang terms, with supplementary sections for terms which have come into use since 1967.

R 423.1
G151

ACRONYMS & INITIALISMS DICTIONARY, 4th ed. 1973. An alphabetical listing of organizations, concepts, substances, etc. by their initials or acronyms.

R 421.8
D467
1967

DeSola, Ralph. ABBREVIATIONS DICTIONARY, rev. ed. 1967. Similar to above entry with special section in back for identification of symbols, signs, and marks of all sorts.

az Aug 77

Attachment B

# BASIC REFERENCE SOURCES IN GOVERNMENT AND FOREIGN AFFAIRS

## IN EGGLESTON LIBRARY


| | |
|---|---|
| Guides to the use and location of government documents and manuscript material | 1 |
| Catalogs and Indexes to U. S. government and state documents | 1 |
| Congressional proceedings | 2 |
| Laws | 2 |
| The Presidency | 3 |
| Constitutions | 3 |
| The Supreme Court | 4 |
| Directories and Manuals | 4 |
| Statistics | 5 |
| Summaries of governmental activities | 5 |
| Treaties, Foreign relations, and International Law | 6 |
| United Nations | 7 |
| Political Science--Guides to the literature | 8 |
| Encyclopedias and Dictionaries | 8 |
| Yearbooks and Handbooks | 9 |
| Bibliographies | 10 |
| Legal research and writing | 10 |


1/20/78

## Guides to the use and location of government documents and manuscript material

R 015
B789
1952

Boyd, Anne. UNITED STATES GOVERNMENT PUBLICATIONS, 3rd ed. rev., 1949, 1952. An annotated list of government documents, tracing them from colonial times. Descriptions of the more important documents. Arranged by issuing agency. Detailed index. Now dated but useful as guide to older publications.

R 015.73
M486

Mechanic, Sylvia. ANNOTATED LIST OF SELECTED UNITED STATES GOVERNMENT PUBLICATIONS AVAILABLE TO DEPOSITORY LIBRARIES, 1971. An annotated list of major depository items of government publications. Arranged by item numbers (numbers used by depository libraries to order documents). Also includes an explanation of the Superintendent of Documents classification system, and a list of catalogs, indexes, and guides to U.S. government publications.

R 025.173
S347
1969

Schmeckebier, Laurence, and Roy Eastin. GOVERNMENT PUBLICATIONS AND THEIR USE, 2nd rev. ed., 1969. A detailed guide to the history and use of government documents. Explains, describes, and gives the history of major titles such as the Congressional Record, pointing out title changes, coverage differences, etc. Arranged by topic areas of government publications, such as Constitutions, Laws, Presidential papers, etc.

R 353
U58

U.S. National Archives. GUIDE TO THE RECORDS IN THE NATIONAL ARCHIVES, ~~1948~~ 1974. Describes kinds of noncurrent records of the U. S. government available in the national archives. Arranged by agencies.

R 025.171
U58

Hamer, Philip, ed. GUIDE TO ARCHIVES AND MANUSCRIPTS IN THE UNITED STATES, 1961. Describes manuscripts and archival material in libraries in the United States. Serves as a guide to the location of manuscript materials, arranged by state and city and type of document material. Subject and name index.

R 016.091
N277
Ref. Alcove

NATIONAL UNION CATALOG OF MANUSCRIPT COLLECTIONS, 1959/61- . Appears annually. Reproduces catalog cards of manuscrpt collections in U. S. libraries to show who owns what. Beginning in 1970, also includes oral history and other sound recording materials.

## Catalogs and Indexes to U. S. Government and State Documents

R 015.73
P823
Ref. Alcove

Poore, Benjamin. A DESCRIPTIVE CATALOGUE OF THE GOVERNMENT PUBLICATIONS OF THE UNITED STATES, SEPTEMBER 5, 1774-MARCH 4, 1881, 2 vols., 1885, repr. 1970. An incomplete list of the government publications of the period. Gives title, author, date, and a brief summary of each document. Arranged geographically by date of issuance.

015.73
I58
ef. Alcove

Ames, John. COMPREHENSIVE INDEX TO THE PUBLICATIONS OF THE UNITED STATES GOVERNMENT, 1881-1893, 2 vols., 1905, repr. 1970. An index of the publications of the U. S. government for the years 1881-1893. Not comprehensive, omits some departmental publications. Arranged by subject with personal name index.

015.73
I58c
ef. Alcove

CHECKLIST OF UNITED STATES PUBLIC DOCUMENTS, 1789-1909. 3rd ed., 1911. Cites Congressional documents through the 60th Congress and executive branch publications to Dec. 31, 1909. Includes also American State papers and papers of the revolutionary period. Congressional tables identify the Serial Set number of all Congressional journals, reports, and documents. Arranged by Congressional session and serial set number. Departmental publications are arranged by Superintendent of Documents Classification number. Proposed index volume, so-called Vol. II, was never issued.

Bd. Per. Main flr. MONTHLY CATALOG OF UNITED STATES GOVERNMENT PUBLICATIONS, 1895- . The primary reference tool for government publications. Lists U. S. government publications by issuing agency. Author, title, subject, and series indexes now in each monthly issue. Cumulated indexes now appear semiannually, formerly annually. Library has issues from 1941 to date. Bound volumes are lettered and shelved as United States Government Publications. Monthly Catalog.

Bd. Per. Main flr. MONTHLY CHECKLIST OF STATE PUBLICATIONS, 1910- . A record of state documents issued within the most recent five year period which have been received by the Library of Congress. Arranged geographically by state, then alphabetically by issuing agency.

Congressional proceedings

Grd. flr. Near cage. CONGRESSIONAL RECORD: PROCEEDINGS AND DEBATES OF THE CONGRESS, 1789- . Appears daily. A record of the daily proceedings of Congress. In four sections: the proceedings of the House and of the Senate; the Extensions of Remarks (added material such as newspaper editorials inserted into the Record by members of Congress); and the Daily Digest. Issued also in a permanent bound edition. Biweekly index to the unbound daily edition and annual master index to bound edition. Indexes are in two parts: a subject-name index to the Proceedings and the Extensions of Remarks sections; and a History of Bills and Resolutions. Issues prior to 1939 on microfilm. The titles and dates of the predecessor volumes are:

Annals of Congress. 1st to 18th Congress 1789-1824
Register of Debates. 18th to 25th Congress 1824-1837.
Congressional Globe. 23rd to 42nd Congress 1833-1873

The Extension of Remarks section was formerly entitled the Appendix, and was not included in the bound edition from 1955 to 1968.

328.7301 J58h and 328.7301 J58s HOUSE JOURNAL. SENATE JOURNAL, 1789- . The official documents for the proceedings of Congress. Issued at end of each Congressional session. Each has a History of Bills and Resolutions, and a name-subject-title index. More concisely arranged and easier to access but less detailed than Congressional Record. Library has volumes beginning with 94th Congress, 1st session, 1975-

Cage DIGEST OF PUBLIC GENERAL BILLS AND RESOLUTIONS, 1936- . Brief summaries of bills and resolutions introduced in Congress. As bills become law or receive action, status and summary are given in preliminary sections. Includes sponsor, subject, bill name, and identical bill indexes. Each sessions cumulations and supplements result in a permanent volume. Library has issues beginning with 93rd Congress, 1st session, 1973- .

Laws

R 348.022 U58 UNITED STATES STATUTES AT LARGE, 1789- . The official text of all public and private laws and concurrent resolutions. Arranged chronologically by date of passage. Also contains "Guide to Legislative History of Bills Enacted into Public Law" and subject index. Library has volumes 87- , 1973-

Slip Laws. First publication, in pamphlet form, of text of bills passed into law. Shelved next to and eventually incorporated into the Statutes at Large.

UNITED STATES CODE, CONTAINING THE GENERAL AND PERMANENT LAWS OF THE UNITED STATES, 1926- . The consolidation and codification of the laws of the U. S. Rearranges the texts of the statutes into 50 titles based on subjects such as Public Health and Welfare, War and National Defense, Internal Revenue, etc. Library has 7th ed. 1964, most volumes of 8th ed. 1970. 9th ed. 1976 began to appear in December 1977.

CODE OF FEDERAL REGULATIONS, 1938- . The codification of the rules and regulations established by executive branch departments and agencies to carry out the provisions of statutory law. Arranged in 50 titles. Revised annually. Library began receiving these issues in 1977.

### The Presidency

Current per. and cage — WEEKLY COMPILATION OF PRESIDENTIAL DOCUMENTS, 1965- . Transcripts of the President's news conferences, messages to Congress, public speeches and statements, and other materials released during the week by the White House.

353.03 U58p — PUBLIC PAPERS OF THE PRESIDENTS OF THE UNITED STATES, CONTAINING THE PUBLIC MESSAGES, SPEECHES, AND STATEMENTS OF THE PRESIDENT, 1958- . Appears annually. Covers recent administrations with coverage also extended back to 1945. Coverage of all Presidents from Truman to the present. Indexes in each volume. For earlier administrations, see below.

973.08 P933 — Richardson, James D., ed. A COMPILATION OF THE MESSAGES AND PAPERS OF THE PRESIDENTS, 1789-1902. 10 vols., 1896-1899. Supplement 1903. Contains proclamations, addresses, messages and communications to Congress of Presidents Washington through McKinley, and some from the T. Roosevelt administration.

### Constitutions

R 342.733 U58 — THE CONSTITUTION OF THE UNITED STATES OF AMERICA: ANALYSIS AND INTERPRETATION: ANNOTATIONS OF CASES DECIDED BY THE SUPREME COURT OF THE UNITED STATES TO JUNE 30, ~~1952~~ 1972, ~~1953~~ 1973. An analysis of the meaning of all provisions of the U. S. Constitution and its amendments. Details the history of judicial interpretation of the various provisions. Also contains a list, in chronological order, of acts of Congress held unconstitutional by the Supreme Court to ~~1943~~ 1970. A table of cases cited and a subject index at end.

R 342.738 C726 — CONSTITUTIONS OF THE UNITED STATES, NATIONAL AND STATE, 2 vols., 1962-69. Texts of the U. S. Constitution and of the 50 states. Also contains Model State Constitution at end of Vol. 2.

R 342.738 C726i — INDEX DIGEST OF STATE CONSTITUTIONS. 2nd ed., 1959. A subject index to the state constitutions in the above entry. Indexes documents by article and section for purposes of comparison.

R 342.73 B287 — Bartholomew, Paul. SUMMARIES OF LEADING CASES ON THE CONSTITUTION, 9th ed. 1974. The leading cases to June 1973 arranged alphabetically by plaintiff, stating briefly the issue involved, the decision, the reason, and corollary cases. There is an alphabetical list of cases by plaintiff, by defendant, and by popular name at the front, and an index of cases by subject at the back.

## The Supreme Court

R 345.4 U58r Shelved near cage. — UNITED STATES REPORTS: CASES ADJUDGED IN THE SUPREME COURT, 1754- . The official record of the opinions and decisions of the U. S. Supreme Court. List of cases in the front, subject index at end. First appearance in pamphlet form in SLIP OPINIONS.

R 348.73 A543 — Anderman, Nancy. UNITED STATES SUPREME COURT DECISIONS: AN INDEX TO THEIR LOCATIONS, 1976. Identifies books which reprint full text or major excerpts of Supreme Court decisions. Also has chronological listing of Supreme Court decisions 1792-1973, case name index, and subject index.

347.9922 F911 — Friedman, Leon, and Fred Israel, comps. THE JUSTICES OF THE UNITED STATES SUPREME COURT 1789-1969: THEIR LIVES AND MAJOR OPINIONS, 4 vols., 1969. Biographical essays on the justices of the Supreme Court. Appendix in Vol. 4 has statistics on the court, a list of Acts of Congress held unconstitutional by the Court, and Court decisions overruled by subsequent decisions.

R 340.02 S547 — SHEPARD'S UNITED STATES CITATIONS, 1943- . A citation index in two parts: the Cases identifies federal and state court decisions which affect previous Supreme Court cases; the Statutes part identifies federal court decisions which affect the Constitution, the U. S. Code, the statutes, treaties, or court rules.

## Directories and Manuals

R 330.9 U58 — UNITED STATES GOVERNMENT MANUAL, 1935- . The official handbook and directory of the federal government. Describes the purposes and programs of most federal government agencies and lists top personnel. Also includes organization structure charts, description of executive agencies and functions abolished, transferred or terminated, and name, subject, and agency indexes. Appears annually. Library has 1941 to date.

R 328.738 C749 — OFFICIAL CONGRESSIONAL DIRECTORY, 1864- . More comprehensive than title indicates. Appears annually. Includes biographical sketches of members of Congress, state delegations, committee and subcommittee assignments, administrative assistants and secretaries, governors of states, biographical sketches of cabinet officers and lists of officials in each department, biographies of members of the Supreme Court, officials of independent agencies, foreign and U. S. diplomatic officers, the press corps, and maps of Congressional districts.

R 923.273 U58b 1961 — BIOGRAPHICAL DIRECTORY OF THE AMERICAN CONGRESS, 1774-1961, 1961. Biographical sketches, arranged alphabetically, of members of the Continental Congress and of the Congress from the first to the 86th. Also contains lists of executive officers of all Presidential administrations from 1789-1961 and lists of members of each Congress by state delegation.

R 923.273 B615 — BIOGRAPHICAL DIRECTORY OF THE UNITED STATES EXECUTIVE BRANCH 1774-1971, 1971. Biographical sketches of all cabinet heads from all American Presidential administrations, plus biographies of the presidents, vice-presidents, and the presidents of the Continental Congress.

## Statistics

| | |
|---|---|
| 317.3<br>714 | STATISTICAL ABSTRACT OF THE UNITED STATES, 1879- . Appears ann compilation of statistics from all U. S. government agencies. the most frequently cited government statistics with reference publications which contain the complete statistical series. |
| 317.3<br>714<br>976 | HISTORICAL STATISTICS OF THE UNITED STATES, 2 vols. 1975. Short essays and tables of historical statistics on population, econ educational, and governmental matters from colonial times to t |
| 317.3<br>714<br>upp. c | COUNTY AND CITY DATA BOOK, 1949- . Basic statistical informati by counties, standard metropolitan statistical areas, and citi appendices and a section of maps for the states showing counti cities having 25,000 inhabitants or more. Appears periodicall issue available is 1972. |
| 317.3<br>714<br>uppl.G | CONGRESSIONAL DISTRICT DATA BOOK, 1965- . Offers basic statist broken down by congressional districts; maps for each state sh and congressional districts; and recent election statistics fo Appears periodically. Latest issue available is that for 93rd |
| 336.73<br>58 | THE BUDGET OF THE UNITED STATES GOVERNMENT, 1922/23- . Contain tables, the budget by major divisions. Also contains explanat budget system and the budget message of the president. Librar Appears annually. Library also now receives three related pub APPENDIX TO THE BUDGET, more detailed information, breaking do by sub-agencies and functions; BUDGET IN BRIEF, a summary of t and SPECIAL ANALYSES, analytical information on selected progr as federal social programs and federal aid to state and local |
| 329.023<br>749 | CONGRESSIONAL QUARTERLY'S GUIDE TO U. S. ELECTIONS, 1975. Narrat and election statistics for all major American political offic Includes presidential, gubernatorial, Senate, House elections, conventions, and Southern primaries. Includes election relate appendix and indexes for candidates. |

## Summaries of governmental activities

| | |
|---|---|
| urrent<br>er. | CQ: CONGRESSIONAL QUARTERLY WEEKLY REPORT. Reviews the week's de in all branches of the federal government. |
| 328.73<br>749 | CONGRESSIONAL QUARTERLY ALMANAC, 1945- . Appears annually. Ex of the year's congressional activities. Arranged by general s as Energy and Environment, Economic Policy, Foreign policy, et reviews of elections, list of public laws, lobby index, roll-c presidential messages and vetoes, and an excellent subject ind |
| urrent<br>er. | NATIONAL JOURNAL, 1969- . Another weekly summary of federal ac holdings begin with 1977. |

Per. n flr. CONGRESSIONAL DIGEST, 1921- . More a pro and con view of major issues before Congress than a digest. Each issue is devoted to a major controversial topic. A factual background is followed by a pro and con section. Also includes a summary of the month's activities in Congress. Appears monthly.

320.973 9 CONGRESS AND THE NATION, 1965- . A series of volumes, first issued in 1965, whi offer comprehensive summaries of presidential, legislative, and general politi cal developments during the period. Vol. I covers 1945-64, Vol. II 1965-68, Vol. III 1969-72. Variety of useful information in the appendix including key congressional votes, biographical information, and presidential inaugural and state of the union addresses.

## Treaties, Foreign Relations, and International Law

FOREIGN RELATIONS OF THE UNITED STATES: DIPLOMATIC PAPERS, 1861- . Appears annually. Important series, constituting the official record of the foreign policy of the United States. Contains the text of diplomatic communications, exchanges of notes, reports, some treaties, and other official papers relating to the foreign relations and diplomacy of the U. S. Appears in several parts for each year, arranged by geographical area. Index in each volume. Two general indexes cover the periods 1861-1899 and 1900-1918. Two drawbacks: record is not complete, with omission of some sensitive items; time lag of more than 25 years. Library has fairly complete coverage from 1895. Other volumes are issued in special series for peace conferences or relations with a particular country for a selected group of years. These volumes are individually cataloged.

.273 Bevans, Charles, comp. TREATIES AND OTHER INTERNATIONAL AGREEMENTS OF THE UNITED STATES OF AMERICA, 1776-1949, 12 vols., 1968-74. Convenient compilation of all treaties involving the U. S. to 1950. Vol. 1-4 contain multilateral treaties (U. S. & two or more other countries) arranged by date; Vol. 5-12 contain bilateral treaties (U. S. & one other country) arranged by country. For treaties since 1950 see next item.

41.273 UNITED STATES TREATIES AND OTHER INTERNATIONAL AGREEMENTS, 1950- . Appears annually. Contains the official text of all agreements and treaties from 1950 to which the U. S. is a party. Prior to 1950, the official text was included in Statutes at Large. Treaties are printed in the languages appearing in the original. Arranged by numerical order as originally published in pamphlet form in Treaties and other International Acts Series.

41.2 t Miller, Hunter, comp. TREATIES AND OTHER INTERNATIONAL ACTS OF THE UNITED STATES OF AMERICA, 8 vols., 1931-48. Contains complete texts, and also extensive notes on the circumstances of the negotiations, for all treaties involving the U. S. from 1776-1863. Arranged chronologically.

.73 i Sparks, Jared, comp. THE DIPLOMATIC CORRESPONDENCE OF THE AMERICAN REVOLUTION, 12 vols., 1829-30. Contains the correspondence of American leaders and the foreign ministers of other countries during the revolution. No index. See also: THE DIPLOMATIC CORRESPONDENCE OF THE UNITED STATES OF AMERICA FROM THE SIGNING OF THE DEFINITIVE TREATY OF PEACE TO THE ADOPTION OF THE CONSTITUTION, 7 vols., 1833-34. These are erratically edited, not always reliable.

341.02 Whiteman, Marjorie, comp. DIGEST OF INTERNATIONAL LAW, 15 vols., 1963-73.
15 Reflects the status of international law through digests of documents of international bodies and national agencies. Arranged by international law concepts. Reflects U. S. view of practice in internattional law. Vol. 15 is a general index.

341.02 DIGEST OF UNITED STATES PRACTICE IN INTERNATIONAL LAW, 1973- . Appears annually
75 Describes developments in U. S. practice of international law over the past twelve month period. Subject index at end of each volume.

ge TREATIES IN FORCE: A LIST OF TREATIES AND OTHER INTERNATIONAL AGREEMENTS OF THE
9.14: UNITED STATES IN FORCE ON JANUARY 1, 1929- . Appears annually. Lists bilateral treaties (by country and subject) and multilateral treaties (by subject) active as of January 1 each year. Library has issues beginning with 1977.

7 AMERICAN FOREIGN RELATIONS: A DOCUMENTARY RECORD, 1971- . Appears annually.
37 Combines a narrative account of America's foreign relations during the year with a selection of the important documents for that year. Attempts to provide a comprehensive and authoritative nongovernmental record of American foreign policy. Issued by the Council on Foreign Relations as a continuation of two older series:

7 DOCUMENTS ON AMERICAN FOREIGN RELATIONS, 1939-1970. An annual record of key
37 documents on American foreign relations but no narrative commentary. Library has volumes which cover 1938-1966.

9 THE UNITED STATES IN WORLD AFFAIRS, 1931-1970. An annual collection of essays
8 surveying and interpreting major events and developments affecting U. S. foreign policy. Library has volumes which cover 1964-67 and 1970.

. per. DEPARTMENT OF STATE BULLETIN, 1939- . Appears weekly. Provides current infor-
in flr. mation on developments in American foreign relations. Includes press releases on foreign policy, statements and addresses of the president and officers of the state department, special articles, and information pertaining to treaties and international agreements. Library has older issues (1939-1950) on microfilm, recent issues in bound periodicals section.

Other highly useful periodicals are: INTERNATIONAL LEGAL MATERIALS, a bi-monthl collection of current international documents, 1962- ; AMERICAN JOURNAL OF INTERNATIONAL LAW (library has Vol. 41, 1947- ), articles on matters of international law; and FOREIGN AFFAIRS, 1922- , articles on foreign relations and a bibliography in two parts: "Recent books on international relations" arranged by subject and annotated with brief comments; and "Source material" a selective, unannotated list of official documents and pamphlets. The latter two periodicals appear quarterly.

United Nations

341.13 United Nations. YEARBOOK, 1946/47- . An annual summary of the activities and
3 decisions of the UN. Appendix gives roster of country members, charter and structure. Subject and name index at end.

per. U. N. MONTHLY CHRONICLE, 1964- . Articles and discussion of recent U.N.-
n flr. related events

11.31 United Nations. STATISTICAL YEARBOOK: ANNUAIRE STATISTIQUE, 1964- . Summaries
58 of international statistics on population, business and trade, education, etc.

41.3 BASIC FACTS ABOUT THE UNITED NATIONS, 1970. Information on the origin, purpose,
58b structure, and activities of the U. N.

41.13 EVERYMAN'S UNITED NATIONS, 8th ed., 1968 & Supplement. Subtitle conveys content:
58 A Complete Handbook of the Activities and Evolution of the United Nations
968 during its first twenty years, 1945-1965. Supplement carries coverage to 1970
Appendices in basic volume contain U.N. Charter, the Statute of the International Court of Justice, the Universal Declaration of Human Rights, and a list of U. N. information centres. Subject and name index at end.

## Some Related Political Science Reference Sources

### Guides to the literature

016.32 Brock, Clifton. THE LITERATURE OF POLITICAL SCIENCE, 1969. Discusses basic
864 sources in the field.

015.42 Ford, Percy. A GUIDE TO PARLIAMENTARY PAPERS: WHAT THEY ARE, HOW TO FIND THEM,
711 HOW TO USE THEM, 3rd ed., 1972. Discusses English government documents and their use.

016 White, Carl. SOURCES OF INFORMATION IN THE SOCIAL SCIENCES: A GUIDE TO THE
583 LITERATURE, 2nd ed. 1973. Chapter on political science discusses the origin and nature of the field, and then provides well-annotated lists of basic literature sources.

011 Winton, Harry. PUBLICATIONS OF THE UNITED NATIONS' SYSTEM: A REFERENCE GUIDE,
793 1972. Provides annotated list of selected reference publications by subject and also a list of U.N. periodicals.

### Encyclopedias and Dictionaries

303 ENCYCLOPEDIA OF THE SOCIAL SCIENCES, 8 vols., 1937. A dated but still useful
56 survey of the social sciences as of the 1930s. Brief biographical articles are useful because of absence of such articles in next item below.

303 INTERNATIONAL ENCYCLOPEDIA OF THE SOCIAL SCIENCES, 17 vols., 1968. Focuses on
51 concepts, principles, terms, theories, and methods in political science and
ıcy. area other disciplines of the social sciences during the 1960s.

031 MARXISM, COMMUNISM, AND WESTERN SOCIETY: A COMPARATIVE ENCYCLOPEDIA, 8 vols.,
392 1972. Lengthy articles on the political, economic, military, and cultural differences between East and West. Lengthy bibliographies at end of articles.

303 Gould, Julius. A DICTIONARY OF THE SOCIAL SCIENCES, 1964. Covers approximately
597 one thousand concepts and terms used in the social sciences. More narrowly focused dictionaries include:

320.973 Plano, Jack, and Milton Greenberg. THE AMERICAN POLITICAL DICTIONARY, rev. ed.
12 1967. Arranges terms by subject areas and also lists important cases, statutes and agencies related to each of the subject areas.

320.973 Smith, Edward, and Arnold Zurcher. DICTIONARY OF AMERICAN POLITICS, 2nd. ed.,
46 1968. Terms arranged by alphabetical order. Appendix includes chart of
58 information on the fifty states, list of presidents, and the Constitution.

327.03 Plano, Jack, and Roy Olton. THE INTERNATIONAL RELATIONS DICTIONARY, 1969.
09 Terms arranged by twelve subject groupings. Index of terms in alphabetical arrangement at end.

340.3 Black, Henry Campbell. BLACK'S LAW DICTIONARY: DEFINITIONS OF THE TERMS AND
27 PHRASES OF AMERICAN AND ENGLISH JURISPRUDENCE, ANCIENT AND MODERN. rev. 4th
58 ed., 1968. Nearly 2000 pages of definitions of legal terms. List of abbreviations used in such legal documents as U. S. Reports at end.

Yearbooks and Handbooks

327 Vincent, Jack. A HANDBOOK OF INTERNATIONAL RELATIONS: A GUIDE TO TERMS, THEORY,
72 AND PRACTICE, 1969. A survey of the principal theories, structures, and practices of the contemporary international system.

341.184 THE EUROPA YEARBOOK: A WORLD SURVEY, 2 vols. 1959- . Appears annually. Offers
9 detailed information about the nations of the world and about international organizations. Excellent source for current information.

305 THE STATESMAN'S YEARBOOK: STATISTICAL AND HISTORICAL ANNUAL OF THE STATES OF THE
97 WORLD. Another source of current information on the international organizations and countries of the world.

909.82 THE ANNUAL REGISTER: A RECORD OF WORLD EVENTS. Essays which review the events
15 of the year. Emphasis on Great Britain. Includes a chronology for the year and some texts of important documents.

327 POLITICAL HANDBOOK AND ATLAS OF THE WORLD, 1927- . Political and statistical
69 information on the countries and international organizations.

353.905 THE BOOK OF THE STATES, 1935- . Excellent source of information on the
24 structure, working procedures, financing, and activities of the state governments. Extensive statistical information broken down by state. State pages give basic facts and list major officials. Appears every two years. Two supplements are issued in odd-numbered years: a directory of state administrative officials, and a directory of elected state officials.

352 THE MUNICIPAL YEARBOOK . A handbook of statistical information on cities of the
6 U. S. Includes profiles of individual cities; administrative, legislative, and judicial trends affecting municipalities; and directories of city organizations and officials. Sources of information on cities at end.

329.94 EUROPEAN POLITICAL PARTIES: A HANDBOOK, 1970. Analyses of political parties by country.

AREA HANDBOOKS. Handbooks on various countries prepared by Foreign Area Studies program of American University. Each volume gives a survey of the social, political, and economic characteristics of a country, including information on population, ethnic groups and languages, living conditions, organization of the government, foreign relations, financial system, industry, trade, national defense, etc. Includes maps, tables, a glossary, bibliography, and index. To determine the library's holdings, check the card catalog under the title "Area handbook for _____."

Bibliographies

016.327 F714 FOREIGN AFFAIRS BIBLIOGRAPHY: A SELECTED AND ANNOTATED LIST OF BOOKS ON INTERNATIONAL RELATIONS 1932-1962, 3 vols. Based on bibliographic notes in the quarterly periodical Foreign Affairs, but with additional titles. Covers books on history, politics, diplomacy, economics, international law, world organization, social problems, racial problems, etc. Very brief annotations.

016.327 F714f THE FOREIGN AFFAIRS 50-YEAR BIBLIOGRAPHY: NEW EVALUATIONS OF SIGNIFICANT BOOKS ON INTERNATIONAL RELATIONS 1920-1970, 1972. A selective bibliography of outstanding books on international relations published between 1920 and 1970. The entries are reviews of the books.

016.32773 B455 Bemis, Samuel, and Grace Griffin. GUIDE TO THE DIPLOMATIC HISTORY OF THE U.S. 1775-1921, 1935. Part I contains the bibliographic chapters, topically and chronologically arranged. Includes documents, histories, letters, maps, and manuscript materials. Part II analyzes printed state papers and locates manuscripts.

016.329 W985 Wynar, Lubomyr. AMERICAN POLITICAL PARTIES: A SELECTIVE GUIDE TO PARTIES AND MOVEMENTS OF THE 20TH CENTURY, 1969. A misleading subtitle. Actually covers political parties and movements of the 19th and 20th centuries with emphasis on the 20th century. Also covers major reference sources for political science and government documents, and offers chapters on American political theory and behavior. In list form, some annotations.

Legal research and writing

328.1 R641 970 ROBERT'S RULES OF ORDER, rev. ed., 1970. Guidebook for the conduct of meetings. Rules, description of motions, definitions of terms, etc. Contains summarizing charts, tables, and lists section, and a subject index.

340.072 J776 Jacobstein, J. Myron, and Roy Mersky. POLLACK'S FUNDAMENTALS OF LEGAL RESEARCH, 4th ed., 1973. A guide to the legal process and the publications connected with that process. Includes a section on conventions of legal citation, abbreviations used in legal writing, and a title-subject index.

340.072 946 Price, Miles, and Harry Bitner. EFFECTIVE LEGAL RESEARCH: A PRACTICAL MANUAL OF LAW BOOKS AND THEIR USE, 1953, repr. 1969. Similar to the Jacobstein item, more detailed , but more dated.

808.066 691 Pittoni, Mario. BRIEF WRITING AND ARGUMENTATION, 3rd ed., 1967. Discusses the trial brief, the appeal brief, and the oral argument. Contains specimen briefs.

For other useful sources in Government and Foreign Affairs, see the lists for Basic Reference Sources and for Basic Reference Sources in History.

## Techniques for Research and Composition

907 B296 1970 — Barzun, Jacques, and Henry F. Graff. THE MODERN RESEARCHER, rev. ed. 1970. Good reading for any subject area, but a "must" for historical researchers. Discusses the nature of historical research--the sources available, their reliability, etc. Also covers the technique of historical writing such as organization of materials, searching for information, and so on.

## Guides to the Literature

R 016 W583 1973 — White, Carl M. SOURCES OF INFORMATION IN THE SOCIAL SCIENCES: A GUIDE TO THE LITERATURE, 2nd ed. 1973. White's chapter on history provides an excellent overview of the field. He first notes the basic sources for each of the various periods of history. The second part of the chapter lists guides to the literature, including bibliographies, indexes, and other important types of reference works. A good starting point for historical research.

R 016.9 P876 — Poulton, Helen J. THE HISTORIAN'S HANDBOOK, 1972. Not as comprehensive as White, but more useful for the beginning researcher. Covers all categories of reference materials in the field of history.

R 016.016973 F497 — Fingerhut, Eugene R. THE FINGERHUT GUIDE: SOURCES IN AMERICAN HISTORY, 1973. Part I lists bibliographies by topics in American history. Part II lists other types of reference materials of general usefulness. Tips on gathering information for a research paper are found on pp. 121-122.

## Encyclopedias and Handbooks

R 902 L276 1968 — Langer, William L. AN ENCYCLOPEDIA OF WORLD HISTORY, 4th ed. 1968. Essentially a handbook of historical facts arranged chronologically. Major emphasis is on political, military, and diplomatic history. Has a very detailed index of persons, places, and events. Also has outline maps, genealogical tables, and lists of emperors, popes, presidents, etc.

R 973.02 M877 1970 — Morris, Richard B. ENCYCLOPEDIA OF AMERICAN HISTORY, 1970, A handbook of American historical facts. In three sections: a chronological outline of major political and military events; a topical chronology of social, economic, and cultural events; and biographical sketches of notable Americans.

R 303 I61 Ency. — INTERNATIONAL ENCYCLOPEDIA OF THE SOCIAL SCIENCES, 17 vols. 1968. Focuses on concepts, principles, terms, theories, and methods in history and other disciplines of the social sciences during the 1960s.

R 303 E56 — ENCYCLOPEDIA OF THE SOCIAL SCIENCES, 8 vols. 1937. A dated but still useful survey of the social sciences as of the 1930s. Brief biographical articles make up 20% of the contents.

R 973.03 A214 1976 — Adams, James T. DICTIONARY OF AMERICAN HISTORY, rev. ed. 7 vols. 1976. Encyclopedic articles on American political, economic, social, industrial, and cultural history. Good detailed treatment and bibliographic citations at end of most articles. For biographical sketches, see DICTIONARY OF AMERICAN BIOGRAPHY.

R 973.03 J69 — Johnson, Thomas H. THE OXFORD COMPANION TO AMERICAN HISTORY, 1966. Brief articles on significant periods, events, and places, as well as biographical sketches of 1800 notable Americans.

R 902.02 W725 — Williams, Neville. CHRONOLOGY OF THE MODERN WORLD, 1966. Lists major events year by year from 1763 to 1965 according to topic categories. Has detailed name and subject index.

R 973.02 C319 1970 — Carruth, Gorton. THE ENCYCLOPEDIA OF AMERICAN FACTS AND DATES, 5th ed. 1970. A chronological listing in column form of political, intellectual, social, and popular historical events from 986 to the present.

R 973.703 B662 — Boatner, Mark. M. THE CIVIL WAR DICTIONARY, 1959. Covers people and events. Includes a few sectional maps.

R 973.303 B662 — Boatner, Mark M. ENCYCLOPEDIA OF THE AMERICAN REVOLUTION, 1966. Short articles on people and events.

R 031 M392 — MARXISM, COMMUNISM, AND WESTERN SOCIETY: A COMPARATIVE ENCYCLOPEDIA, 8 vols. 1972. Covers areas of politics, economics, and cultural affairs which are associated with the confrontation between East and West.

R 973 W395 — WEBSTER'S GUIDE TO AMERICAN HISTORY: A CHRONOLOGICAL, GEOGRAPHICAL, AND BIOGRAPHICAL SURVEY AND COMPENDIUM, 1971. Three sections: chronology; elections, maps, popular songs, and books; biography.

R 901.9 D554 — DICTIONARY OF THE HISTORY OF IDEAS, 5 vols. 1973. Long, detailed essays on ideas and concepts important in intellectual history.

R 303 G697 — Gould, Julius. A DICTIONARY OF THE SOCIAL SCIENCES, 1964. Covers approximately one thousand concepts and terms used in the social sciences.

Bibliographies

R 016.9 A512 — American Historical Association. GUIDE TO HISTORICAL LITERATURE, 1961. A listing of the most significant books and articles relating to world history of various eras. Arranged by country and subject. Brief annotations are given for some items. Includes a subject and personal name index. The basic bibliography for the historical researcher.

R 016.973 H236 1974 — Freidel, Frank. HARVARD GUIDE TO AMERICAN HISTORY, rev. ed. 2 vols. 1974. The best overall bibliography of American history. Vol. I: Research methods and materials; Biographies and personal records; Comprehensive and area histories; and Histories of special subjects. Vol. 2: Chronological arrangement of works on various periods of American history. Comprehensive index at end of Vol. II.

R 016.9173 U58 — U.S. Library of Congress. General Reference and Bibliography Division. A GUIDE TO THE STUDY OF THE UNITED STATES OF AMERICA, 1960 Supplement 1956-1965, 1976. An extensive bibliography of books reflecting the development of American life and thought. Arranged by subject categories. Lengthy annotations.

R 016.973 G851 WRITINGS ON AMERICAN HISTORY, 1902-1960. Issued by various organizations in differing formats. Basically, a list of books and articles on American history appearing annually. Arranged by topics. No volumes have been issued for some years. Library has cumulative index for 1902-1940.

R 016.942 R888 WRITINGS ON BRITISH HISTORY 1901-1933. 5 vols. in 7 parts. A bibliography of books and articles on the history of Great Britain from 400 to 1914, published during the years 1901 to 1933. Appendix of Vol. 5 contains a select list of publications on British historical events since 1914 which appeared in the years 1901-1933.

Roach, John. A BIBLIOGRAPHY OF MODERN HISTORY, 1968. Cites books on modern history from the Renaissance through 1945. Issued as a supplement to the NEW CAMBRIDGE MODERN HISTORY, which appeared without a bibliography. Useful for earlier periods of history are the bibliographies at the end of each volume of the CAMBRIDGE MEDIEVAL HISTORY and the CAMBRIDGE ANCIENT HISTORY. (On order as of September, 1977)

GOLDENTREE BIBLIOGRAPHIES IN AMERICAN HISTORY. A series of recent bibliographies on particular periods in American history. Some focus on topics. Typical titles are The Second World War and the Atomic Age 1940-1973, or The History of American Education. Ask the Reference Librarian for individual titles. Each title is catalogued separately.

R 016.32773 B455 Bemis, Samuel, and Grace Griffin. GUIDE TO THE DIPLOMATIC HISTORY OF THE U. S. 1775-1921, 1935. Part I contains the bibliographic chapters, topically and chronologically arranged. Includes documents, histories, letters, maps, and manuscript materials. Part II analyzes printed state papers and locates manuscripts. Supplemented by next item.

R 016.327 F714 FOREIGN AFFAIRS BIBLIOGRAPHY: A SELECTED AND ANNOTATED LIST OF BOOKS ON INTERNATIONAL RELATIONS 1932-1962, 3 vols. Based on bibliographic notes in the quarterly periodical FOREIGN AFFAIRS, but with additional titles. Covers books on history, politics, diplomacy, economics, international law, world organization, social problems, racial problems, etc. Very brief annotations.

R 016.327 F714f THE FOREIGN AFFAIRS 50-YEAR BIBLIOGRAPHY: NEW EVALUATIONS OF SIGNIFICANT BOOKS ON INTERNATIONAL RELATIONS 1920-1970, 1972. A selective bibliography of outstanding books on international relations published between 1920 and 1970. The entries are reviews of the books.

Indexes and Abstract Journals

Bound Per. HISTORICAL ABSTRACTS, 1955-1977. Appears quarterly. Indexes and abstracts articles on the history of all areas of the world except North America. Now issued in two parts: Part A - Modern history abstracts, 1450-1914; Part B - Twentieth-century abstracts, 1914-Present. In past, time span covered has varied. Before 1932, the Modern history abstracts covered the period 1775-1914. Annual index for each part cumulates the quarterly indexes. Best source for articles on world history. For coverage of North America, see AMERICA: HISTORY AND LIFE.

Bound Per. AMERICA: HISTORY AND LIFE, 1964- . Appears quarterly. Indexes and abstracts articles on American and Canadian history and life. Volume 0 carries coverage back to 1954 by extracting articles on American history from issues of HISTORICAL ABSTRACTS, 1954-63. Abstracts are arranged by broad topics with detailed subject and author indexes. In 1974, AHL split into four parts: Part A - Article abstracts and citations (Spring, Summer, Fall) Part B - An index to reviews of new books on American history (Spring, Fall) Part C - An annual American history bibliography which lists the articles, books, and dissertations of the current year; and Part D - the Annual subject index to the items cited in AHL during the year. The best source to use to locate recent articles on American history.

(See also the indexes listed on the Basic Reference Sources list)

Statistics and Yearbooks

R 317.3 F714 1976 HISTORICAL STATISTICS OF THE UNITED STATES, 2 vols. 1975. Short introductory essays and tables of historical statistics on population, economic, educational, and governmental matters from colonial times to the present.

R 314 M681 EUROPEAN HISTORICAL STATISTICS 1750-1970, 1975. Tables of historical statistic Covers population, climate, economics, education, and communications.

R 317.3 F714 STATISTICAL ABSTRACT OF THE UNITED STATES, 1879- . Appears annually. A compilation of statistics on economic, educational, population, and other social and political topics from various government agencies.

R 311.31 U58 United Nations. STATISTICAL YEAR BOOK, 1948- . Appears annually. A summary of international statistics.

R 341.184 E89 THE EUROPA YEARBOOK: A WORLD SURVEY, 2 vols. 1959- . Appears annually. Offers detailed information about the nations of the world and about international organizations.

R 305 S797 THE STATESMAN'S YEAR-BOOK: STATISTICAL AND HISTORICAL ANNUAL OF THE STATES OF THE WORLD. Appears annually. Offers descriptive and statistical informatio about the nations of the world.

R 341.13 U58 UNITED NATIONS YEARBOOK, 1946/47- . Appears annually. Summarizes the activities, proceedings, and decisions of the United Nations and its agencie

Historical Atlases

R 911.2 S548h 1967 Shepherd, William R. HISTORICAL ATLAS, 1967. The standard and most used historical atlas. Covers period from 1450 BC to 1964. Maps of twentieth century developments somewhat inferior to earlier maps.

R 911.73 A214 Adams, James T. ATLAS OF AMERICAN HISTORY, 1943. Covers political and militar developments, and settlement patterns of U. S. to 1912.

R 911.73 P329 Atlas area Paullin, Charles O. ATLAS OF THE HISTORICAL GEOGRAPHY OF THE UNITED STATES, 1932. Covers political, military, economic, and cultural development of the U. S. Best source for 18th and 19th century research.

(See atlas area of reference section for other atlases on special periods and topics)

### Guides to Manuscripts

R 025.171 U58 — Hamer, Philip M. GUIDE TO ARCHIVES AND MANUSCRIPTS IN THE UNITED STATES, 1961. A guide to the location of manuscripts, arranged by state and type of document material.

R 016.091 N277 Ref. Alcove — NATIONAL UNION CATALOG OF MANUSCRIPT COLLECTIONS, 1959/61- . Appears annually. Reproduces catalog cards of manuscript collections in U. S. libraries to show who owns what. Beginning in 1970, also includes oral history and other sound recording materials.

### Documents

R 973 C734 1968 — Commager, Henry S. DOCUMENTS OF AMERICAN HISTORY, 8th ed. 1968. Reprints important documents from American history, including laws, letters, resolutions, and proclamations. Also gives source of document and explanation of background and significance.

R 327.73 S342 — Schlesinger, Arthur M. Jr. THE DYNAMICS OF WORLD POWER: A DOCUMENTARY HISTORY OF UNITED STATES FOREIGN POLICY 1945-1973, 5 vols. 1973. Reprints laws, treaties, speeches, correspondence, etc. related to American foreign policy from World War II to the end of the Vietnam War. Includes commentaries. Arranged by geographical regions and subject.

R 341.026 H966 — Hurst, Michael. KEY TREATIES FOR THE GREAT POWERS 1814-1914, 2 vols. 1972. Reprints of 194 treaties, including annexes and secret articles. Also has a Chronological index of references to treaties, and a General index. No commentaries on the treaties.

R 327.42 W647 — Wiener, Joel H. GREAT BRITAIN: FOREIGN POLICY AND THE SPAN OF EMPIRE 1689-1971: A DOCUMENTARY HISTORY, 4 vols. 1972. Reprints documents related to the major diplomatic and imperial themes of modern British history. Includes commentaries on the treaties. Arranged by subjects. Also has a chronological listing of principal British officials.

940.253 C874 — Cowie, Leonard W. DOCUMENTS AND DESCRIPTIONS IN EUROPEAN HISTORY, 1714-1815. Offers short excerpts from treaties, letters, speeches, memoranda, etc. Brief introductions.

940 K39 — Kertesz, G. A. DOCUMENTS IN THE POLITICAL HISTORY OF THE EUROPEAN CONTINENT 1815-1939. Similar to Cowie, but a larger selection.

(These sources are a selection of some of the most widely useful historical reference materials. Other materials useful for historical research are mentioned in the other reference lists. See especially "Basic Reference Sources" and also "Reference Sources in Government and Foreign Affairs."

9/1/77

Reference Sources in Eggleston Library

Guides . . . . . 2

Handbooks and Encyclopedias . . . . . 2

General Bibliographies . . . . . 3

Annual Bibliographies . . . . . 4

Specialized Bibliographies of English Literature:

A. By period . . . . . 4

B. By genre:

Poetry . . . . . 5

Drama . . . . . 5

Fiction . . . . . 6

Short Fiction . . . . . 6

Specialized Bibliographies of American Literature:

A. By period and topic . . . . . 6

B. By genre:

Drama . . . . . 7

Fiction . . . . . 7

Literary Histories . . . . . 8

## Guides

R 016.82 A468 1975 — Altick, Richard D., and Andrew Wright. SELECTIVE BIBLIOGRAPHY FOR THE STUDY OF ENGLISH AND AMERICAN LITERATURE. 5th ed. (1975). Lists basic reference works by subject, country, period, and type, but offers no evaluations or explanations. Also has a glossary of terms encountered in literary research, a list of books every student should read, and a chapter explaining research procedure.

R 016.82 B329g 1976 — Bateson, Frederick W., and Harrison T. Meserole. A GUIDE TO ENGLISH AND AMERICAN LITERATURE. 3rd ed. (1976). Essays on the best reference works for each period of literary history coupled with preliminary chapters which provide an overview of leading themes and ideas for each period. Also has sections for individual authors which identify the best editions and most authoritative biographical and critical works.

R 016.0168 P318 — Patterson, Margaret C. LITERARY RESEARCH GUIDE. (1976). Lists important reference books and periodicals on American and English literature, plus useful sources for research in other national literatures and reference books in literature-related subject areas, such as "Folklore, Mythology, and Legend." Very detailed, helpful annotations and cross-references. More comprehensive than Altick or Bateson.

R 016.81 K81 — Kolb, Harold H., Jr. A FIELD GUIDE TO THE STUDY OF AMERICAN LITERATURE. (1976) Lists the most significant works currently available to the student of American literature. Lengthy annotations describe the contents and purpose of each title. Arrangement in very broad categories not so helpful. Developed for UVa students beginning study of American literature.

## Handbooks and Encyclopedias

R 820.3 H342 1967 — Harvey, Sir Paul, ed. THE OXFORD COMPANION TO ENGLISH LITERATURE. 4th ed. (1967) Short articles which discuss authors, works, characters, terms, and allusions connected with English literature. Appendix has essays on censorship, the history of English copyright, and discussions and tables on the Julian and Gregorian calendars.

R 810.2 H325 1965 — Hart, James D. OXFORD COMPANION TO AMERICAN LITERATURE. 4th ed. (1965). Similar to Harvey entry. Includes a chronological table of literary and social history in America from 1577 to 1965.

R 803 H747 — Holman, Clarence Hugh. A HANDBOOK TO LITERATURE. 3rd ed. (1972). Most often cited handbook. Good brief explanations of literary terms, genres, and events. Coverage is international in scope with emphasis on English and American literature. Appendix has outline of English and American literary and historica events, plus lists of winners of National Book Award, Nobel, and Pulitzer prizes

R 803 B465 1965 — Benet, William R. THE READERS' ENCYCLOPEDIA. 2nd ed., 2 vols. (1965). Short articles on authors, works, terms, trends, characters, and related subjects. Nice illustrations.

R 821.003 S746 — Spender, Stephen, ed. THE CONCISE ENCYCLOPEDIA OF ENGLISH AND AMERICAN POETS AND POETRY. (1963)

R 809.103 E56 — Preminger, Alex, ed. ENCYCLOPEDIA OF POETRY AND POETICS. (1965). Short and long articles on history, theory, techniques, and criticism of poetry. No articles on individual authors or poems.

R 016.82 A613 — ANNALS OF ENGLISH LITERATURE, 1475-1950. 2nd ed. (1961). A skeleton history which provides a quick way to check each year's outstanding publications and literary events.

R 803 M194 — Magill, Frank N., ed. CYCLOPEDIA OF LITERARY CHARACTERS. (1963) . Brief identifications of 16,000 characters from more than a thousand literary works from all cultures and periods. Arranged alphabetically by title of work and then by character in order of importance. Author and character indexes. Identifying descriptions include evaluations of the characters' motivation, development, and flaws.

R 803 S534 — Shaw, Harry. DICTIONARY OF LITERARY TERMS. (1972). Fewer examples and briefer definitions than Holman's Handbook (p. 2).

General Bibliographies

R 016.82 N532 — NEW CAMBRIDGE BIBLIOGRAPHY OF ENGLISH LITERATURE (NCBEL). 5 vols. (1969-1977). The most comprehensive bibliography for the study of English literature to 1950. Under each major author are listings for editions, translations, bibliographies, letters, and finally critical books about the author's works. Restricted to writers who were natives or residents of British isles. Works arranged chronologically by date of publication. Vol. 5 is cumulative index. Older CAMBRIDGE BIBLIOGRAPHY OF ENGLISH LITERATURE (CBEL), 4 vols. (1941) + Supplement (1957) still useful because of broader coverage geographically (literature of the British Commonwealth including India, Canada, and Australia) and topically (covers books on political, social, scientific, historical, and psychological subjects).

R 810.9 L776 1974 — Spiller, Robert E. and others. LITERARY HISTORY OF THE UNITED STATES (LHUS): BIBLIOGRAPHY. 4th ed. (1974). The bibliography is Vol. 2 of the two volume 4th ed of LHUS. It is the most comprehensive bibliography for the study of American literature. In an essay format which discusses and evaluates the relative usefulness, strengths and weaknesses of many of the works cited. Unfortunately, the bibliography is complicated to use because it appears in three sections: the original bibliography published as part of the 1948 edition, the 1959 supplement, and a 1972 supplement. These three parts are placed back to back, but a single comprehensive index is provided. Thus, to research books and articles on Whitman, the student is forced to look in three different Whitman sections, but can locate the page numbers in one place in the index. Editions and biographies of each author are identified and evaluated; critical books and articles are listed for all important titles; library collections of papers and manuscripts are noted; and bibliographies of author's works are cited.

R 016.8109 L438 Leary, Lewis. ARTICLES ON AMERICAN LITERATURE, 1900-1950. (1954) ARTICLES ON AMERICAN LITERATURE, 1950-1967. (1970). Lengthy bu lists of critical articles on individual authors and general su Arranged alphabetically by authors and then by topics.

R 016.81 B641 Blanck, Jacob, ed. BIBLIOGRAPHY OF AMERICAN LITERATURE. 6 vols. The most authoritative source for determining the editions of A authors. Not useful for locating critical discussions of those Covers authors who wrote between the American Revolution and 19 to "Parsons" at Blanck's death.

## Annual Bibliographies

R 016.4 M689 Ind. tables MLA INTERNATIONAL BIBLIOGRAPHY OF BOOKS AND ARTICLES ON THE MODER AND LITERATURES. (1921- ) The best annual bibliography of scholarship. Since 1969, it is divided into 4 parts. English literature are covered in the first part. Lists but does not d books and articles cited. Arrangement is chronological by lite and major authors after introductory general sections. Best us connection with a specialized bibliography to bring a search fo up to the present. Before 1956, the bibliography was limited t writings by Americans.

810.9 A512 AMERICAN LITERARY SCHOLARSHIP. (1963- ). Very useful, evalua of the year's scholarship in American literature. Arranged by major writers or topics such as recent fiction. Covers books a of criticism. Very helpful for identifying the best of recent

420.9 E58 THE YEAR'S WORK IN ENGLISH STUDIES, (1919- ). Similar to AME SCHOLARSHIP. Features scholarly essays which evaluate the best articles of the year. Also covers American literature since 19

In addition to annual bibliographies, many periodicals devoted to authors or topics offer issue by issue bibliographies of recent b articles on these subjects. For example: "Articles on American L Appearing in Current Periodicals" which is found in each issue of Literature (1929- ).

## Specialized Bibliographies of English Literature

### A. By period

R 016.8209 M442 Matthews, William. OLD AND MIDDLE ENGLISH LITERATURE. (1968).

R 016.829 R659 Robinson, Fred. C. OLD ENGLISH LITERATURE: A SELECT BIBLIOGRAPHY,

20.9 Severs, Jonathan B. A MANUAL OF THE WRITINGS IN MIDDLE ENGLISH 1050-1500.
398 3 vols. (1967-72).

09.02 Fisher, John H. THE MEDIEVAL LITERATURE OF WESTERN EUROPE: A REVIEW OF
534 RESEARCH, MAINLY 1930-1960. (1966).

016.82 ENGLISH LITERATURE, 1660-1800: A BIBLIOGRAPHY OF MODERN STUDIES. 6 vols.
58 (1926-1970).

20.9 OXFORD HISTORY OF ENGLISH LITERATURE, in progress. (1945- ). Extensive
98 bibliographies at end of volumes, which are focused on various periods of British literary history.

Specialized Bibliographies of English Literature

B. By genre: Poetry.

016.82109 Arms, George, and Joseph M. Kuntz. POETRY EXPLICATION: A CHECKLIST OF INTER-
734 PRETATION SINCE 1925 OF BRITISH AND AMERICAN POEMS PAST AND PRESENT. (1950).

016.8211 Brown, Carleton, and Rossell H. Robbins. THE INDEX OF MIDDLE ENGLISH VERSE. (194
877

016.8217 Jordan, Frank, ed. THE ENGLISH ROMANTIC POETS: A REVIEW OF RESEARCH AND
277 CRITICISM. 3rd ed. rev. (1972).
972

20.903 Houtchens, Carolyn Washburn, and Lawrence H. Houtchens. THE ENGLISH
344 ROMANTIC POETS AND ESSAYISTS: A REVIEW OF RESEARCH AND CRITICISM. rev. ed.
966 (1966).

21.809 Faverty, Frederic E. THE VICTORIAN POETS: A GUIDE TO RESEARCH. (1956)
273

By genre: Drama.

016.822 Stratman, Carl J. BIBLIOGRAPHY OF ENGLISH PRINTED TRAGEDY, 1565-1900. (1966)
98

016.822 Greg, Walter W. A BIBLIOGRAPHY OF THE ENGLISH PRINTED DRAMA TO THE RESTORA-
18 TION. 4 vols. (1939-1959).

016.8092 Adelman, Irving, and Rita Dworkin. MODERN DRAMA: A CHECKLIST OF CRITICAL
29 LITERATURE ON 20TH-CENTURY PLAYS. (1967).

016.8092 Breed, Paul Francis, and Florence M. Sniderman. DRAMATIC CRITICISM INDEX: A
32 BIBLIOGRAPHY OF COMMENTARIES ON PLAYWRIGHTS FROM IBSEN TO THE AVANT-GARDE (1972). Covers British, American, and foreign playwrights.

By genre: Fiction

R 016.823 B433 Bell, Inglis F., and Donald Baird. THE ENGLISH NOVEL, 1578-1956: A CHECKLIST OF TWENTIETH-CENTURY CRITICISMS. (1958). Cites books and periodical articles which constitute the best twentieth-century criticism of English novels. No annotations. Supplemented by:

R 016.823 B433p Palmer, Helen H., and Anne J. Dyson. ENGLISH NOVEL EXPLICATION: CRITICISMS TO 1972. (1973). and: Abernethy, Peter, Christian Kloesel, and Jeffrey Smitten. ENGLISH NOVEL EXPLICATION: SUPPLEMENT I. (1976).

823.03 D998 Dyson, Anthony E. THE ENGLISH NOVEL: SELECT BIBLIOGRAPHICAL GUIDES. (1974). Recommends best editions and best critical writings for 20 novelists from Bunyan to Joyce.

823.809 S847 Stevenson, Lionel. VICTORIAN FICTION: A GUIDE TO RESEARCH. (1964). Essays which discuss the scholarship and critical writings on the major Victorian novelists. Evaluations help the student avoid the worst and choose the best.

R 016.823 W344 Watt, Ian. THE BRITISH NOVEL: SCOTT THROUGH HARDY. (1973). A brief guide to scholarship on major and minor Victorian novelists.

R 016.823 W714 Wiley, Paul L. THE BRITISH NOVEL: CONRAD TO THE PRESENT. (1973). Covers forty novelists, beginning with Galsworthy and running through major figures at mid-century.

R 016.823 A229 Adelman, Irving, and Rita Dworkin. THE CONTEMPORARY NOVEL: A CHECKLIST OF CRITICAL LITERATURE ON THE BRITISH AND AMERICAN NOVEL SINCE 1945. (1972). A guide to the scholarship on almost 200 British and American novelists who published between 1945 and 1970.

Short Fiction

R 016.808831 W186 Walker, Warren S. TWENTIETH-CENTURY SHORT STORY EXPLICATION: INTERPRETATIONS 1900-1960, of SHORT FICTION SINCE 1800. (1961) + Supplements. Lists critical books and articles on the short stories of about 400 British, American, and Continental European writers.

R 016.80931 T345 Thurston, Jarvis. SHORT FICTION CRITICISM: A CHECKLIST OF INTERPRETATION SINCE 1925 OF STORIES AND NOVELETTES (AMERICAN, BRITISH, EUROPEAN) 1800-1958. (1960 Older reference source than Walker and not supplemented by recent issues.

Specialized Bibliographies of American Literature

A. By period and/or topic

810.9 S889 1972 Woodress, James. EIGHT AMERICAN AUTHORS: A REVIEW OF RESEARCH AND CRITICISM. (1972). Outstanding, authoritative research guide which covers Poe, Emerson, Hawthorne, Thoreau, Melville, Whitman, Twain, and James. Evaluates the quality of bibliographies, editions, biographies, and critical studies on these writers. Emphasis on recently published works.

R 016.8109 Rees, Robert A., and Earl N. Harbert. FIFTEEN AMERICAN AUTHORS BEFORE 1900:
R328 BIBLIOGRAPHIC ESSAYS ON RESEARCH AND CRITICISM. (1971). Covers important 18th and 19th century writers not covered in Woodress (such as Cooper, Crane, Dickinson, Franklin, Howells, and others). Also contains chapters on the literature of the old South and of the new South. Essays which sort out the good from the mediocre scholarship.

R 016.813 Gross, Theodore L., and Stanley Wertheim. HAWTHORNE, MELVILLE, STEPHEN
G878 CRANE: A CRITICAL BIBLIOGRAPHY. (1971). Excellent and quite comprehensive guide to research on these authors. Lengthy descriptive and evaluative annotations for the critical books and articles which are cited.

810.905 Bryer, Jackson R. SIXTEEN MODERN AMERICAN AUTHORS: A SURVEY OF RESEARCH AND
B469 CRITICISM. (1974). Evaluative essays on the scholarship on major twentieth century American writers. Similar to Woodress in format. Best place to start a research project on these writers.

R 016.81 Jones, Howard Mumford, and Richard M. Ludwig. GUIDE TO AMERICAN LITERATURE
J77 AND ITS BACKGROUND SINCE 1890. 4th ed. (1972). Bibliographies and reading
1972 lists for students who want to locate the best sources on the social, political, and intellectual events which served as the background for the literature of this period. Few annotations.

R 016.81 Rubin, Louis D. Jr. A BIBLIOGRAPHICAL GUIDE TO THE STUDY OF SOUTHERN
R896 LITERATURE. (1969). Part I arranged by topics such as "The South in Northern Eyes"; Part II arranged by writers. Covers 135 individual authors from the 18th century to the present.

R 016.8108 Rush, Theressa G., and others. BLACK AMERICAN WRITERS PAST AND PRESENT:
R953 A BIBLIOGRAPHICAL AND BIOGRAPHICAL DICTIONARY. 2 vols. (1975).

B. By genre: Drama

R 016.7920973 Palmer, Helen H., and Jane A. Dyson. AMERICAN DRAMA CRITICISM: INTERPRETA-
P114 TIONS, 1890-1965. (1967). A checklist of critical books and articles in many popular and some scholarly periodicals concerning American drama of all centuries.

016.8092 Salem, James. A GUIDE TO CRITICAL REVIEWS. (1966- ). Covers critical
S163 reviews in newspapers and popular periodicals of plays and movies.

See also Adelman and Dworkin, p. 5; and Breed and Sniderman, p. 5.

By genre: Fiction

016.81309 Gerstenberger, Donna, and George Hendrick. THE AMERICAN NOVEL: A CHECKLIST
G383 OF TWENTIETH-CENTURY CRITICISM ON NOVELS WRITTEN SINCE 1789. 2 vols. (1961, 1970). Lists critical studies but offers no evaluation.

016.813 Woodress, James. AMERICAN FICTION, 1900-1950: A GUIDE TO INFORMATION SOURCES.
893 (1974) Brief essays which identify and evaluate leading sources for each author.

See also Adelman and Dworkin, p. 6. For checklists of criticism covering American short stories, see Walker, p. 6 and Thurston, p. 6.

## Literary Histories

820.9 B346 — Baugh, Albert C. A LITERARY HISTORY OF ENGLAND. (1948)

R 810.9 L776 1974 — Spiller, Robert, and others. LITERARY HISTORY OF THE UNITED STATES. 4th ed. 2 vols. (1974). Scholarly essays on major authors and major topics related to American literature. A table of authors identifies the writer of each chapter. Vol. 2 is the bibliography.

820.9 O 98 — OXFORD HISTORY OF ENGLISH LITERATURE. (1945- ). Nearing completion after a mere thirty years. Good bibliographies.

4/10/78

Note: Sample documents cited in the proposal have not been included.

# Proposal for a Program of Library Instruction in Rhetoric 102

## The Need

Hampden-Sydney students have been receiving little, if any, regular instruction in library research methods and sources because:

a. few faculty have the time or inclination to squeeze such instruction into a calendar already crowded with subject material.

b. independent bibliography courses have offered no systematic approach to library instruction and have reached only a small portion of the students.

c. traditional reference assistance is limited in time and scope; it answers specific questions, rather than offering instruction in the research process.

The lack of such instruction seems especially regrettable at a time when conceptions of what constitutes a liberal arts education have been shifting from a nearly exclusive concern for the acquisition of particular subject matter regarded as the core of all knowledge to an interest in teaching students the basic processes of inquiry and evaluation in differing disciplines.

## Possible Approaches

A program of library instruction could take one of three widely used forms: orientation tours, independent bibliography courses, or course-related instruction. Orientation tours provide a quick introduction to the arrangement and services of the library but offer little in the way of lasting instruction. Independent courses permit in-depth bibliographic instruction in a subject field, but they reach a limited number of students and result in a separation of research instruction from actual course research projects. Course-related instruction brings the research instruction together with the actual research project but becomes awkwardly repetitive when not carefully structured through a sequence of courses.

## Problems of Present Program

During the past year, library instruction was offered on a course-related basis to sixteen classes in fields ranging from Freshman Honors to Senior Thesis in History. Some classes came to the library for just one session, others for three or four. The presentations by the reference librarian covered the use of the card catalog and other basic tools, the categories of reference materials, and the technique of devising a search strategy for a research project. Then reference materials in the specific subject field of the course were identified and described. Unfortunately, each presentation covered the same basic concepts before turning to subject sources. Students who heard the basic presentation in Economics 303 heard it again in Religion 202.

Structure and Methods of Proposed Program

I would like to propose a program of course-related library instruction for Rhetoric 102 which would introduce all Hampden-Sydney students to the basic techniques of library research and serve as a foundation for more advanced library instruction in courses in the various disciplines. In Rhetoric 102, the students would first view a videotape or overhead projector presentation covering the use of the card catalog and the Library of Congress Subject Headings, the basic categories of reference materials, and the art of devising a search strategy. The reference librarian would come to the class to offer the presentation and answer questions afterward. The students would then be assigned a series of exercises directing them to use various categories of reference materials, such as encyclopedias, dictionaries, biographical sources, periodical indexes, statistical handbooks, newspaper indexes and so on. The exercises would be related to the longer research papers required in the course. As the student learned to use each type of reference work, he would gradually be acquiring the information needed to write the research paper. Completion of the various research exercises would mark stages in the completion of the research project and prevent students from procrastinating. The basic types of reference materials would be grouped in combinations of four each with short introductory presentations on their features by the reference librarian. These presentations would require a portion of three class periods and would be offered in the library.

Such a sequence of library instruction would enhance the research skills of students by introducing them to the sources they need to know when they need to know them. It would enable them to see that research is a carefully planned process, not the fortuitous discovery of one or two helpful sources. It would also demonstrate the relationship between good research and good writing. Since Rhetoric 102 will be required of all students, the course offers the best opportunity for basic library instruction at Hampden-Sydney.

Diagnostic and Proficiency Examinations

Diagnostic and proficiency examinations in library research skills should accompany the examinations in Rhetoric. A sample of a short library skills quiz, used for placement purposes at Earlham College, is attached (Item 2). The sample quiz attempts to identify serious deficiencies. A more extensive examination would need to be developed for purposes of comparison with performances on the proficiency exam. The proficiency exam would determine whether students had acquired basic library research skills and would indicate the level of success of the library instruction program. To guide the student in his preparation for the examination, a list of objectives for library instruction would be given to him at the initial videotape session. The objectives would detail the types of research skills every student would be expected to acquire before the completion of the course. A sample of the library instruction objectives used at the University of Wisconsin-Parkside is attached (Item 3). Though it suffers from an excessive concern with the petty and an overabundance of educationist jargon, it represents worthwhile goals for a program of library instruction.

I have further information on library instruction programs in colleges and universities in the state and around the nation, the Directory of Academic Library Instruction Programs in Virginia, a sample of a self-paced library skills booklet used with basic English courses at the University of Arizona, and information on the southeastern regional and the national clearinghouses for library instruction materials. I would be glad to share these materials with members of the committee.

Alan Zoellner
19 May 1978

Attachment D

Questionnaire on library instruction sessions

1. Was your decision to use the librarian's presentation(s) in your course influenced by your participation in the summer library workshop?

2. Were you present during the librarian's session(s) with your students? If so, did the instruction meet the needs of your students?

3. Was the timing of the session(s) during the semester appropriate?

4. Was the instruction worth the time you allowed for it? In other words, are you satisfied with the concept of devoting some course time to instruction in the use of library resources by a member of the library staff?

5. Do you plan to schedule such presentations in your courses in the future?

6. Any comments about library use instruction at Hampden-Sydney?

In 1973 the first of a series of summer workshops for faculty members at Hampden-Sydney College was held. The idea behind the workshops has been to involve the library more heavily in the teaching process at Hampden-Sydney through what has been described as a library refresher course. In reality, for most of the participants, the course has been an introduction to library materials.

There has been a familiar pattern in each of the workshops. At the first session, the feeling on the part of the participants has been that there is little they can be taught about the library or the literature in their field. Gradually during the first day, as the participants are working with the library materials, this attitude changes. By the end of the week, the comments run something like this: "I wish I had had this course while I was in graduate school." This pattern has been in evidence at each of the five workshops.

I feel that the workshops have given the faculty members a good opportunity to learn about materials in their field and general materials as well. In doing their projects, they have had an opportunity to assess the collection at Hampden-Sydney and to make suggestions for future purchase. They have become more actively involved in the actual building of the collection. Through this greater awareness of the materials that are available, they are more likely to make assignments that will involve greater use of the library on the part of the student. They also become aware of having the library staff spend some time in the classroom discussing materials that will be helpful for a particular course.

Those faculty members who were already library oriented have become firmly oriented this way. Others who did not use the library very heavily seem to have a greater appreciation of what is available.

My own feeling about the workshops is that they have worked out because of the climate at Hampden-Sydney. The workshops have been given support by the administration and by the library staff. They have been kept small. A certain amount of enthusiasm has been generated by those faculty members who were excited by what they did. Quite frankly, I feel that the Hampden-Sydney approach is the most logical one in the quest for greater involvement of the library in the teaching process. Until the faculty are convinced, the students will not be. The faculty attitudes and approaches must be changed before the situation is likely to change appreciably. I am very glad to have had the opportunity to be associated with the Hampden-Sydney program.

Fred W. Roper
Assistant Dean
School of Library Science
University of North Carolina
Chapel Hill, N.C. 27514

November 21, 1978

| | Department |
|---|---|
| Bagby, George F., Jr. | English |
| Bliss, Willard F. | History |
| Clower, Joseph B. | Bible and Religion |
| Crawford, Edward A. | Biology |
| Crawley, T. Edward | English |
| DeWolfe, Thomas E. | Psychology |
| Elmore, Albert E. | English |
| Espigh, Merrill A. | Mathematics |
| Farrell, Alan | French |
| Fitch, Keith W. | History |
| Franke, Gustav H. | Mathematics |
| Harris, Robert B. | Economics |
| Heinemann, Ronald L. | History |
| Hubard, Robert T. | Government |
| Hughes, William G. | Psychology |
| Hunt, Lance O. | Biology |
| Iverson, Vincent A. | Philosophy |
| Jagasich, Paul A. | German |
| Johnston, Mrs. Wayne | Biology |
| Laine, Amos Lee | History |
| Lund, Anne C. | Biology |
| Martin, Lawrence H. | English |
| Mayo, Thomas T. | Physics |
| Musoke, Moses S. | Economics |
| Norment, Owen L. | Bible and Religion |
| O'Grady, Thomas J. | English |
| Ortner, Donald R. | Psychology |
| Rogers, Robert G. | Bible and Religion |
| Sanders, Jack P. | Mathematics |
| Schrag, Brian E. | Philosophy |
| Shear, William A. | Biology |
| Silveira, Jorge A. | Spanish |
| Simes, Frank J. | Psychology |
| Simms, James Y. | History |
| Simpson, Hassell A. | English |
| Smith, Homer A., Jr. | Chemistry |
| Thompson, Douglas S. | Chemistry |
| Tucker, C. Wayne | Latin |
| Turney, Tully H., Jr. | Biology |
| Whitted, Joseph W. | Spanish |

LIBRARY STAFF MEMBERS WHO HAVE COMPLETED THE COURSE

| | |
|---|---|
| Berry, Anne S. | McGeachy, John A. |
| Fore, Jewel D. | Mayo, Elna Ann W. |
| Grier, Eleanor M. | Seamster, Florence P. |
| Grier, Paul L. | Ryan, Elizabeth D. |
| Keys, Marshall | |

Hampden-Sydney College
August, 1978

LIBRARY WORKSHOP

Monday, August 7

AM — Introduction
Bibliographic sources for books

PM — Periodical indexing and abstracting services
Newspapers

Tuesday, August 8

AM — Other bibliographic materials
Dictionaries

PM — Encyclopedias and Yearbooks
Handbooks and manuals

Wednesday, August 9

AM — Biographical sources
Other types of reference materials

PM — Selection tools
Begin Project I

Thursday, August 10

AM — Work session on Project I
Begin Project II

PM — Individual appointments with FR about Project I

Friday, August 11

AM — Work session on Project II
Begin appointments with FR on Project II

PM — Appointments

Hampden-Sydney College
August, 1978

Subject Bibliographies, Literature Guides, Indexes to Materials in Collections

1. Are there any paintings of Stonington, Maine?

2. Where can I find Gilbert Highet's essay on contemporary education?

3. What is the source of:

> "On the idle hill of summer,/Sleepy with the flow of streams/
> Far I hear the steady drummer/ Drumming like a noise in dreams."

4. Locate a list of articles published in 1967 on Paul Valéry.

5. Can you locate information on the Jalna series of novels? I'd like a l
of titles giving the chronological sequence and brief annotations.

6. Who wrote "The Widow's Cruise?"

7. Is D.H. Lawrence the author of an essay entitled "State of Funk," writ
to 1931? In what collection does this essay appear? Cite author, tit
book, publisher, and date.

## Subject Bibliographies and Literature Guides

| | | |
|---|---|---|
| AA269 | Hoffman, The Reader's Adviser | R016/G738h |
| BC13, BD9 | MLA International Bibliography | Index Table |
| BD150 | Fiction Catalog | R016.8/W748/1971 |
| ---- | Rogers, Hamanities: A Selective Guide | R016.0013/R724 |
| CA6 | White, Sources of Information in the Soc. Sciences | R016.3/W583/1973 |
| ---- | Malinowsky, Science and Engineering Literature | On Order |
| DB11 | Harvard Guide to American History | R016.973/H236/1974 |
| EC87 | Smith, Guide to the Literature of the Life Sciences | R016.59/S658/1972 |
| EG2 | Whitford, Physics Literature | R016.53/W595/1968 |

## Indexes to Materials in Collections

| | | |
|---|---|---|
| BD141 | Ottemiller's Index to Plays in Collections | R016.80882/089/1964 |
| ---- | New Cambridge Bibliography of English Literature | R016.82/N532 |
| BD145 | Essay and General Literature Index | R040/E78 |
| BD142 | Play Index | R016.80882 |
| BD160 | Cook & Monro, Short Story Index | R016.8/C771 |
| BD169 | Granger's Index to Poetry | R808.8/G758 |
| BD172 | Sears, Song Index | R781.97/S439 |
| BD203 | Blanck, Bibliography of American Literature | R016.81/B641 |
| BE30 | Monro & Monro, Index to Reproductions of American Paintings | R016.75913/M752 |
| BE31 | Monro & Monro, Index to Reproductions of European Paintings | R016.759/M752 |
| BF19 | Monro & Cook, Costume Index | R016.391/M752 |

Hampden-Sydney College
August, 1978

## Indexing and Abstracting Services; Union Lists; Bibliographies of Periodicals

| | | |
|---|---|---|
| AF13 | Ayer, Directory of Newspapers & Periodicals | R016.071/A976 |
| 1AF2 | Ulrich's Periodicals Directory | R016.05/U45 |
| 2AF3 | Irregular Serials and Annuals | R016.05/I71 |
| AF98 | Union List of Serials | R016.05/U58/1965 |
| AF99 | New Serial Titles | R016.05/N532 |
| AG32 | New York Times Index | Gr. Fl. Table |
| ----- | Wall St. Journal Index | Index Table |
| AF119 | Poole's Index to Periodical Literature | R050/P822 |
| AF121 | 19th Century Readers' Guide | Index Table |
| AF122 | Readers' Guide to Periodical Literature | Index Table |
| AF124 | Social Sciences Index | Index Table |
| AF124 | Humanities Index | Index Table |
| 2BA7 | The Philosopher's Index | Index Table |
| BE25 | Art Index | Index Table |
| CA22 | P.A.I.S. | Index Table |
| CB27 | Education Index | Index Table |
| EA63 | Applied Science and Technology Index | Index Table |
| EC17 | Biological Abstracts | Gr. Fl. Bound |
| ED17 | Chemical Abstracts | Gr. Fl. Bound |
| EH15 | Psychological Abstracts | Index Table |
| EJ30 | Index Medicus | Gr. Fl. Bound |

## Bibliographic Sources--Books

| | | |
|---|---|---|
| AA13 | Besterman, World Bibliography of Bibliographies | R016.01/B581 |
| AA14 | Bibliographic Index | Index table |
| AA63-65 | Library of Congress catalogs, current title National Union Catalog | Bibliog. Alcove |
| ----- | Pre-56 Imprints | Bound Periods. |
| AA67 | British Museum, Catalogue...(Compact edition) | Bibliog. Alcove |
| ----- | Winchell, Guide to Reference Books | R016/W759/1967 |
| AA311 | Walford, Guide to Reference Materials | R011.02/W174 |
| AA333 | Evans, American Bibliography | R015/E92 (BA) |
| AA334 | Sabin, Bibliotheca Americana | R016.973/S116 (BA) |
| AA336 | Shaw, American Bibliography | R015.73/S535 (BA) |
| AA337 | Shoemaker, Checklist of American Imprints | R015.73/S535c (BA) |
| AA338 | Roorbach, Bibliotheca Americana | R015/R779 (BA) |
| AA339 | Kelly, American Catalogue of Books | R015/K39 (BA) |
| AA341 | American Catalogue | R015/A512 (BA) |
| AA342 | United States Catalogue | Acq. Off. |
| AA343 | Cumulative Book Index | Acq. Off. |
| AA344 | American Book Publishing Record | Acq. Off. |
| AA346 | Paperbound Books in Print | R016/P214 (BA) |
| AA347 | Publisher's Trade List Annual | R015/P976 (BA) |
| AA348 | Books in Print | R015/P976 (BA) |
| AA349 | Subject Guide to Books in Print | R015/P976 (BA) |
| AA350 | Weekly Record | |
| 2AA60 | Forthcoming Books | BA, next to BIP |
| AA314 | Book Review Digest (also Author/Title Index, 1905-1974) | Index Table Acq. Off. |

Hampden-Sydney College
August, 1978

Bibliographic Sources - Books

1. Can you locate a catalog of the Scrimshaw Press in San Francisco?

2. The University of California Press has published a book by Donald Richie called THE FILMS OF AKIRA KUROSAWA. Is this still in print and if so, what is its price?

3. Where may I go to find the author of the book INTRODUCTION TO FORESTRY FOR YOUNG PEOPLE? It was published in the early part of the 1930's.

4. Who printed the original Declaration of Independence?

5. What printing establishment published a facsimile of the Proclamation of the Accession of Edward VIII to the English throne?

6. I would like to know the price and publisher of THE NEW TESTAMENT IN MODERN ENGLISH, translated by J.B. Phillips.

7. What is the complete title of a book by Henry Eddy on bee-culture which was published in the U.S. in 1854?

8. Find a current list of the volumes in Everyman's Library published by E.P. Dutton and Co.

9. What is the title of Harry Emerson Fosdick's book published in 1961 which contains letters to a person perplexed about religion?

10. Which edition of THE SUN ALSO RISES by Hemingway has an introduction by Henry Seidel Canby?

BIBLIOGRAPHIC SOURCES
NEWSPAPERS

1. Have women done very well as architect
written on this subject.

2. Was Chairman Mao a collector of snuff
on this subject.

3. Locate some recent articles about merc
these available here?

4. What is the name of the student newspa
daily, I believe.

5. Locate subscription information for M

6. The library doesn't have volume 2 of 2
I find it?

7. An article was published in 1969 (appr
between diamond and metal. Where was

8. Where can I find the speech which form
17, 1961? It was entitled something l

9. I am looking for an article entitled "
gist." Who wrote it?

10. Years ago my grandfather used to quote
"Ernest's Trance." It was published i

11. What became of the periodical, POETRY

12. Is it true that Helen Bannermann's LIT
It may have been in the early 1950's.

13. What is the focus of a magazine entitl
are included in the text?

14. Where can I find a review of the motio

ts? I understand something has been

bottles? I seem to remember an article

cury poisoning in Japan. Are any of

aper at Indiana University? It is a

AD.

ZEITSCHRIFT FÜR PARASITENKUNDE. Where can

ox.) about the adhesion interaction
it published?

ber Pres. Eisenhower delivered on January
like"Liberty at the Stake."

"A day in the life of a school psycholo-

several lines from Palfrey's poem,
n the CHRISTIAN EXAMINER, I think.

OF TODAY?

TLE BLACK SAMBO was banned in Rochester?

ed STEREO HEADPHONES? How many languages

n picture, "Lady Caroline Lamb?"

Hampden-Sydney College
August, 1978

## Language Dictionaries

| | | |
|---|---|---|
| AE7 + 8 | Webster's New International Dictionaries | |
| 1AE2 | Random House Dictionary | R 423/M982 & v. 1 Supp |
| AE20 | Oxford English Dictionary | R 422.03/058 |
| 1AE6 | Oxford Dictionary of Etymology | R 421.8/D467 1967 |
| AE27 | DeSola, Abbreviations Dictionary | R 427.9/E92 |
| AE43 | Evans, Dict. of Contemporary American Usage | R 423/F786 1965 |
| AE44 | Fowler, Dict. of Modern English Usage | R 423/F786 1965 Ind |
| | Find it in Fowler | R 427.09/P725 1970 |
| AE67 | Partridge, Dictionary of Slang | R 424/M462 |
| AE77 | Roget's International Thesaurus | R 424/R732 1964 |
| | Roget's Thesaurus | R 424 W382 |
| AE79 | Webster's New Dictionary of Synonyms | R 427.9/C886 |
| AE80 | Craigie, Dictionary of American English | R 427.09/W478 |
| AE72 | Wentworth & Flexner, Dict. of American Slang | R 034/L332p |
| AE223 | Larousse, Nouveau Petit Larousse Illustre | R 483/L712 |
| AE293 | Liddell & Scott, Greek-English Lexicon | R 453.2/C344 |
| AE366 | Cassell's Italian Dictionary | R 473.2/C344 |
| AE398 | Cassell's New Latin Dictionary | R 491.7321/W563 |
| | Oxford Russian-English Dictionary | R 463.2/C344 |
| AE521 | Cassell's Sp.-Eng., Eng.-Sp. Dictionary | |

Hampden-Sydney College
August, 1978

Language Dictionaries

1. What will you give two people who are at odds over the use of the "split infinitive?"

2. What is the difference between "wit" and "humor?"

3. What does l.b.s., sometimes found in books and manuscripts, mean?

4. What do you buy in a "charcuterie?"

5. Why are ships referred to as "she?"

6. Who wrote, "Her artful hands the radiant tresses tied?"

Hampden-Sydney College
August, 1978

## Encyclopedias

| | | |
|---|---|---|
| AD1 | Encyclopedia Americana | Ency Area |
| ---- | New Encyclopedia Britannica | Ency Area |
| AD4 | Collier's Encyclopedia | Ency Area |
| ---- | New Columbia Encyclopedia | R031/C726/1975 |
| AD6 | Lincoln Library of Essential Information | R031/L737 |
| AD8 | Americana Annual | Ency Area |
| AD9 | Britannica Book of the Year | Ency Area |
| 3AD5 | Brockhaus Enzyklopaedie | R033.1/B864 |
| ---- | Larousse du XXe Siecle | R034/L332/1928 |
| AD31 | Grand Larousse Encyclopedique | R034/L332g |
| AD69 | Diccionario Enciclopedico Abreviado | R036/D545 |
| ---- | Great Soviet Encyclopedia | R037.1/G786 |
| ---- | Encyclopedia of Philosophy | R103/E56 |
| BE33 | Encyclopedia of World Art | R703/E56 |
| 2CA5 | International Encyclopedia of the Social Sciences | Ency Area |
| 2BB37 | New Catholic Encyclopedia | R282.03/C363 Ency Area |
| EA86 | McGraw-Hill Encyclopedia of Science and Technology | Ency Area |

ENCYCLOPEDIAS -

Select a topic in which you are knowledgeable, and compare the coverage of the major encyclopedias.

1. What approaches do you need to take in finding adequate coverage of the topic?

2. Is it covered in one essay, or are there a number of smaller articles which you need to use?

3. How effective is the index in giving you complete coverage?

4. What kinds of cross references are present in the articles themselves?

5. How accurate is the information which is included?

6. Are there important omissions?

7. Is the source of the article given, i.e., which expert in the field wrote it, and is he identified?

## Handbooks, Manuals, and Almanacs

| | | |
|---|---|---|
| ---- | Kane, Famous First Facts | R031/K16/1964 |
| BD18 | Benet, Reader's Encyclopedia | R803/B465t |
| BD32 | Holman, Handbook to Literature | R803/H747/1972 |
| BD216 | Hart, Oxford Companion to American Literature | R810.2/H325/1965 |
| ---- | Story, Oxford Comp. to Canadian Literature | R810.3/S887 |
| BD335 | Harvey, Oxford Comp. to English Literature | R820.3/H342/1967 |
| BD75 | Bartlett, Familiar Quotations | R808.'/B280/1968 |
| ---- | Oxford Companion to Art | R703/098 |
| CI55 | U.S. Government Organization Manual | R330.9/U58/1977/78 |
| CJ152 | Everyman's United Nations | 341.13/U58/1968 |
| CG55 | World Almanac | R317.3/W927 |
| CG109 | Whitaker's Almanac | R314.2/A445 |
| CG29 | Statesman's Yearbook | R305/S797 |
| CJ156 | Yearbook of the United Nations | R341.13/U58 |
| CI73 | Book of the States | R335.905/B724 |

Hampden-Sydney College
August, 1978

Biography

1. Where did Dr. Joseph Van de Water get his residency training?

2. What were the last words of Daniel Webster?

3. Why did George Russell, the Irish poet, sign his poems "AE?"

4. In what field does Dr. Richard Phelps Dow specialize?

5. Is the Marshall Field who established the huge Chicago store of the same name still living?

6. Who was the "Man in the Iron Mask" supposed to be?

7. Give the address of Dr. Carleton S. Coon, anthropologist.

8. To what political party did Maurice Thorez belong?

9. How old was Billy the Kid when he was killed?

10. Is there a pediatrician in Farmville?

11. What was Brian Earnshaw writing in the late 1960's? What is the title of his science fiction novel?

12. In what work does William Caxton speak of his parents? Why is he indebted to them?

Hampden-Sydney College
August, 1978

## YEARBOOKS AND ALMANACS

1. What was rice production in Japan in 1955 as compared with the latest available figures?

2. What is the immigration quota for Greece?

3. How many tons of rubber did the US import in 1970?

4. Is the metric system used in Iran?

5. Has anyone won the Pulitzer Price in Letters (Fiction) more than one time?

6. Where can I find a complete list of the British peers?

7. What percentage of the population of the Republic of Ireland is Catholic?

8. I am writing a novel about the British peerage, and I need to know if a Viscount has precedence over a Marquess.

Hampden-Sydney College
August, 1978

## Project I

Consider those materials with which a student majoring in your subject specialty should be familiar. Develop a brief guide to the most important reference and bibliographic materials, both general and specialized, which will aid the student who is majoring in your field. You do not want to prepare an exhaustive literature guide. Rather than overwhelming the student, you wish to begin his acquaintance with the reference and bibliographic materials which will make his use of the library an easier task.

1) Indicate major sources, both general and specialized, useful to the beginning major in your subject area, whether or not they are in the Hampden-Sydney Library.

2) What sources which are not available in the Hampden-Sydney Library do you feel would have been useful? Would you recommend that these tools be considered for future purchase? Consider the cost of each as opposed to the amount of use it might receive.

3) Browse in the circulating collection for your particular subject area. Are there titles that are not in the collection which you feel would be useful? Would you recommend their consideration for future purchase? Are there titles which you feel are out-of-date and no longer useful which you would like to recommend for withdrawal from the collection?

Hampden-Sydney College
August, 1978

## Project II

Assume that you are one of your senior students in the process of preparing a senior honors paper. Select a topic. Identify the materials you will need--books and periodicals--to conduct an extensive literature search on your topic. That is, you are to prepare a guide to sources you would need to consult in carrying the literature search on your topic. That is, you are to prepare a guide to you would need to consult in carrying out the literature search; you are not the literature search itself.

Your project should be in the following format:

1) Scope--identification of the topic; limitations.

2) Subject headings to be consulted in the card catalog.

3) Appropriate browsing areas in the stacks which may contain monographs in subject.

4) Introductory materials (textbooks, encyclopedias, etc.) which you feel ma particular value in helping a student to orient himself to the structure literature of his area.

5) Reference materials (handbooks, encyclopedias, dictionaries, etc.) which student working on this topic may find particularly useful.

6) Bibliographic sources, including indexing and abstracting services, which be needed in the literature search.

7) Any other sources particularly appropriate for this topic.

Our purpose in this project is to come up with an organized introductory chec various types of sources of information on your specific topic--sources which particularly useful during the early stages of a literature search on this to